

# **OFFICE OF THE ILLINOIS STATE FIRE MARSHAL**



## **AFFIRMATIVE ACTION PLAN FISCAL YEAR 2017**

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# **SECTION ONE**

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION  
PROGRAM CERTIFICATION

AGENCY: Office of the Illinois State Fire Marshal

ADDRESS: 1035 Stevenson Drive, Springfield, IL 62703-4259

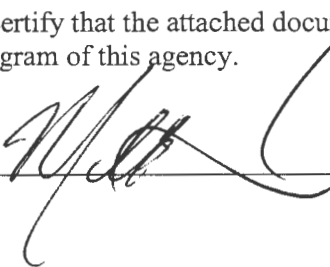
TELEPHONE NUMBER: 217/558-1750

CHIEF EXECUTIVE OFFICER: Matt Perez

EEO/AA OFFICER: Jodi Schrage

This is to certify that the attached document represents the Equal Employment Opportunity/Affirmative Action Program of this agency.

Signature

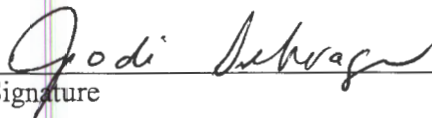


State Fire Marshal

9-12-16

Date

Signature



EEO/AA Officer

9/7/14

Date

## EEO/AFFIRMATIVE ACTION STATEMENT OF POLICY

The Office of the Illinois State Fire Marshal's policy is to provide equal employment opportunity for all persons in the agency, as well as to all persons applying for employment. The Office of the Illinois State Fire Marshal does and will comply fully with the provisions of all State and Federal rules, regulations, laws, ordinances and executive orders covering Equal Employment Opportunity.

The Office of the Illinois State Fire Marshal's policy strictly prohibits anyone from excluding a person or persons from application, examination, recruitment, employment, training, promotion, layoff and awarding of benefits or any other personnel action due to race, color, religion, sex, sexual orientation, national origin/ancestry, citizenship status, disability, age, order of protection status, marital status, arrest record, military status, including veteran status, and unfavorable discharge from military service. The responsibility for the promotion of equal opportunities shall rest with all levels of management of the State Fire Marshal's Office.


It must be understood that the ability to hire or promote females, minorities or persons with disabilities is dependent upon vacancies for existing positions or newly created positions, requisite increases in the agency's headcount, appropriation by the Illinois General Assembly, CMS Personnel Rules and Administrative Order #2.

To ensure compliance, it is imperative that the Affirmative Action Program be fully understood by the management and staff of the State Fire Marshal's Office. The following guidelines are implemented within the Affirmative Action Program.

- A. A Program has been established to recruit and employ females, minorities and disabled employees in categories that are underutilized at the present time in the State Fire Marshal's Office.
- B. All union vacancies will be posted on bulletin boards. For the filling of future vacancies, managers shall inventory and consider the abilities and skills of all employees currently on staff. Recruitment shall be used to recruit applicants in categories where few or no females, minorities or disabled are employed, as CMS Personnel rules apply.
- C. Complete records shall be maintained on the recruitment and selection activities.
- D. Management shall make a special effort to encourage minorities, females and disabled, as well as other employees to apply for vacant and higher level positions and to help them acquire the qualifications needed for advancement.
- E. Reasonable accommodations for individuals with disabilities shall be considered.
- F. A monitoring system has been established for the EEO-Affirmative Action Program to determine problems encountered, progress made and compliance with laws, regulations and executive orders.
- G. The agency is committed to anti-harassment policies and programs, including but not limited to sexual harassment.

H. Any reprisal, coercion, intimidation, whether direct or indirect, against an employee is prohibited.

Management and staff are to recognize their responsibilities for carrying out the Affirmative Action Program in the Office of the Illinois State Fire Marshal, as well as the intent, of the program to all employees they supervise.

  
\_\_\_\_\_  
Matt Perez, State Fire Marshal

9-12-16  
\_\_\_\_\_  
Date



## AGENCY PROFILE

The Office of the Illinois State Fire Marshal is dedicated to working with our partners and assisting the fire services in the protection of life, property and the environment through communication, inspection, investigation, certification and licensing.

### Executive Office

The Executive Office, which includes the State Fire Marshal, Deputy Director, Chief Operating Officer, Chief Administrative Officer, General Counsel, Special Projects Manager, Legislative Liaison and Senior Policy Advisor, serves the entire agency, as well as establish and maintain effective liaison with the Governor's Office, legislature, other state agencies, the fire service of Illinois and the general public.

The office has nine operating divisions: Arson, Boiler and Pressure Vessel Safety, Elevator Safety, Fire Prevention, Personnel Standards and Education, Petroleum and Chemical Safety, Information Technology, Management Services & Special Projects.

### Arson

Public Act 20 ILCS 2905, cited as the Fire Marshal Act, creates the Division of Arson. Public Act 20 ILCS 2910, cited as the Peace Officer Fire Investigation Act, and Public Act 425 ILCS 25, cited as the Fire Investigation Act, grants the Division the authority to provide fire investigation and law enforcement services to the fire service and federal, state and local enforcement agencies of the state of Illinois through complete and thorough investigations, evidence collection and professional expert testimony in court proceedings.

In addition, the Division has canine units available consisting of a certified Arson Investigator and an Ignitable Liquid Detecting Canine.

### Boiler and Pressure Vessel Safety

Public Act 87 ILCS 1169, cited as the Boiler and Pressure Vessel Safety Act, establishes a minimum construction code for boilers and pressure vessels installed or operated in the state of Illinois. The Act requires periodic inspections of all boilers and pressure vessels generally accessible to the workers in industry and to the public at large including schools, churches, apartment houses, factories, retail establishments, dry cleaners, etc.

### Elevator Safety

Public Act 92 ILCS 0873, cited as the Elevator Safety and Regulation Act, provides public safety and awareness in relation to conveyances located within the state of Illinois.

The Division of Elevator Safety is responsible for implementing the Elevator Safety and Regulation Act through registration, inspection, certification and licensing.



### Fire Prevention

Public Act 20 ILCS 2905, cited as the State Fire Marshal Act, provides for the Division of Fire Prevention and Public Act 425 ILCS 25, cited as the Fire Investigation Act, permits the Office to establish the minimum fire safety standards for the state of Illinois. Fire inspections are performed in various occupancy types. Priority is given to the inspection of state owned, licensed and operated occupancies such as Day Care Centers, public and private schools, correctional institutions, race tracks, as well as to targeted high life safety risk occupancies such as hotels/motels, and board and care facilities.

In addition, Public Act 430 ILCS 15, cited as the Gasoline Storage Act, permits the Division to regulate petroleum storage in aboveground bulk storage tanks and aboveground dispensing tanks.

The Division of Fire Prevention is also charged with licensing of several specialized industries including Pyrotechnic Distributors and Operators, Fire Equipment Distributors and their employees, and Sprinkler Contractors.

The division of Fire Prevention provides technical services to support the Agency, fire service and regulated public with technical and engineering expertise in the area of code interpretation, plan and application review for regulated occupancies and installations. Engineering staff also provides expert advice in the agency's rulemaking processes for a variety of subjects including regulations for underground/aboveground tank storage, LP gas, Service station operation, Life Safety Code Enforcement as well as other fire safety related issues.

### Personnel Standards and Education

The Division of Personnel Standards and Education is responsible for maintaining a high level of training standards for fire protection personnel.

The Division also administers a grant program which affords participants a means of recouping a portion of their training expenses. This, along with the educational certifications issued for successful completion of identified training and educational programs provide further inducement for participation.

### Petroleum and Chemical Safety

Public Act 430 ILCS 15, cited as the Gasoline Storage Act, regulates petroleum storage in underground tanks. The federal law, which has been adopted by Illinois, required stringent new design standards for underground storage tanks, routine monitoring for leakage of existing tanks, upgrading of existing tanks and owner liability for cost of cleanup.

This division issues all permits for any work on underground tanks, as well as installation and removal inspections of regulated tanks to assure compliance with current federal and state standards.

In addition, state regulations require contractors who install, remove, repair, upgrade, reline and test underground storage tanks to be certified and have a license issued by this office.

This Program is responsible for the determination of eligibility for participation in the Illinois E.P.A. Leaking Underground Storage Tank (LUST) fund.

### Special Projects

The Division of Special Projects serves as a support to Executive Staff and all Divisions within the agency in relation to Information Systems, Grant and Loan Programs, the Fire Safe Cigarette Act, Personnel and EEO responsibilities and new Office initiatives.

## RESPONSIBILITIES OF EEO/AA OFFICER

The State Fire Marshal, Matt Perez, is responsible for the Affirmative Action Plan and all decisions concerning the non-discrimination employment practices and delivery of services by the Office of the Illinois State Fire Marshal. The State Fire Marshal shall enlist the cooperation and active support of all managers.

Jodi Schrage is the Affirmative Action Officer for the Office of the Illinois State Fire Marshal. Ms. Schrage's responsibilities will include, but are not limited to the following:

1. To develop the agency's affirmative action plan, goals and objectives;
2. To assist in identifying and solving EEO problems;
3. To design and implement internal audits and reporting systems for measuring the effectiveness of agency programs indicating need for remedial action, and determining the degree to which the agency's goals and objectives have been attained;
4. To serve as liaison between the agency and EEO enforcement authorities;
5. To serve as liaison between the agency, minorities, women and disability organizations;
6. To inform management of developments in the EEO field;
7. To assist in the evaluation of employees and job applicants so that minorities, women and disabled persons are given equal employment opportunity;
8. To regularly confer with managers, supervisors and employees to assure that the agency's EEO policies are observed;
9. To advise managers and supervisors if employment practices comply with the Act;
10. To report to the Department all internal and external complaints of discrimination against the agency;
11. To assist in the investigation of internal and external complaints of discrimination as specified in Section 2520.790 (a & b) of these regulations;
12. At the request of the agency's Chief Executive Officer, to direct agency staff in taking appropriate action to correct discriminatory practices identified by the Department and report to the Chief Executive Officer on the progress of the actions taken;
13. In conjunction with the filing of Quarterly Reports, to submit recommendations to the Chief Executive Officer and the Department for improvements to the Agency's Affirmative Action Plan;
14. To immediately notify the Chief Executive Officer and the Department when unable to resolve employment practices or conditions which have or tend to have disparate impact on minorities, females, or the disabled;
15. If the agency is in noncompliance, as described in Section 2520.795, to work with Central Management Services to develop programs for the preparation and promotion of the affirmative action group in question;

16. Reporting on and/or analyzing Layoff Reports [2520.770 (f)], Reorganization Reports [2520.770 (g)], Hiring and Promotion Monitors [2520.770 (h)], and Exit Questionnaires [2520.770 (i)];
17. Evaluating tests, employment policies and practices and reporting to the agency Director any such policies, practices and evaluation mechanisms that have adverse impact on minorities, females, and the disabled; assist in the recruitment of minorities, females and people with disabilities;
18. Provide counseling for any aggrieved employee or applicant for employment who believes that he or she has been discriminated against because of including but not limited to race, color, religion, sex, sexual orientation, national origin/ancestry, age, order of protection, marital status, arrest record, military status, including veteran status, unfavorable discharge from military service, citizenship status, and disability.

The Affirmative Action Officer for the Illinois State Fire Marshal's Office is Jodi Schrage. Ms. Schrage may be contacted at:

Jodi Schrage  
Office of the Illinois State Fire Marshal  
1035 Stevenson Drive  
Springfield, IL 62703-4259  
Telephone number (217)558-1750

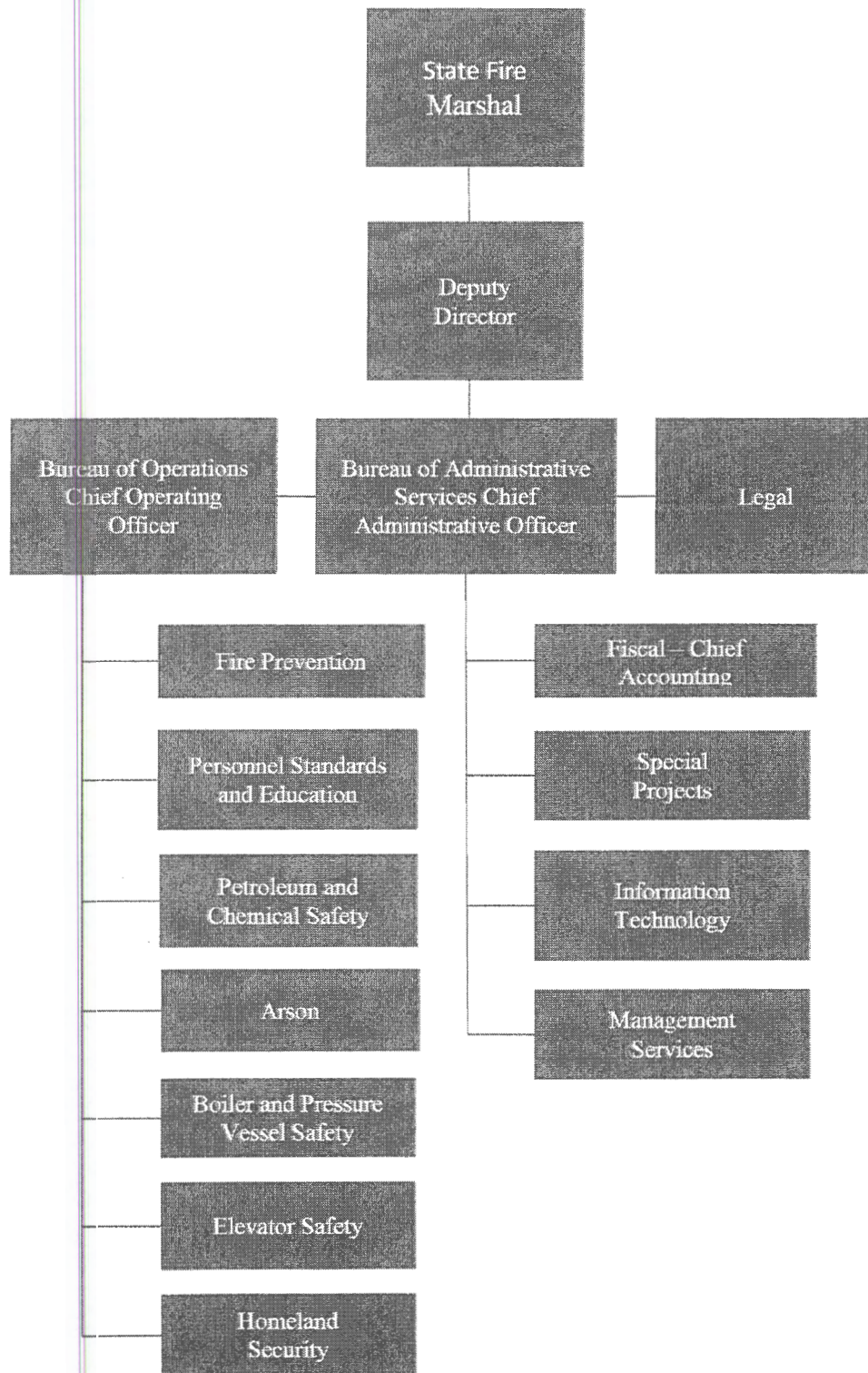
[jodi.schrage@illinois.gov](mailto:jodi.schrage@illinois.gov)

### Internal EEO/AA Organizational Chart





## Agency-wide Organizational Chart





## DISSEMINATION OF AA POLICY AND PLAN

Dissemination of the Agency AA Policy and Plan both internally and externally will be made as follows:

### Policy

- Post policy on bulletin boards or any other conspicuous location used to display important agency notes;
- Display EEO/AA posters in conspicuous locations;
- Inclusion in brochures and other appropriate publications which discuss the hiring practices of the agency;
- Inclusion in new employee orientation and other appropriate training programs;
- Communications sent to employee/employer associations;
- Communications sent to area minority groups and women's organizations and advocacy groups for persons with disabilities;
- Information included on the agency's website.

### Plan

- Available to all managerial and supervisory personnel, etc.;
- Notification to all staff that the AA Plan is available for review or obtained from the EEO Officer;
- State Library; (2 copies and 1 electronic copy) to IL. State Library Acquisitions Division, Illinois Document Division; [Title 23, Part 3020, Ch. 1, Subpart A, Section 3020.110]
- Available to State and Federal regulatory agencies;
- Available to all recruitment sources;
- Agency SharePoint Website.

# **SECTION TWO**

## INTERNAL WORKFORCE ANALYSIS

A **Summary of Workforce Analysis by Region (DHR-9)** was completed to assess the numeric representation of the workforce within the Office of the Illinois State Fire Marshal as of June 30, 2016. The EEO Categories are cross-referenced by race, sex and national origin—denoted by (M) Male, (F) Female, (W) White, (B/AA) Black or African American, (H/L) Hispanic or Latino, (A) Asian, (AI/AN) American Indian or Alaska Native and (NH/OPI) Native Hawaiian or Other Pacific Islander. There are a total of 116 employees; 86 males and 30 females. The 116 employees consist of (103) Whites, (9) Black or African Americans and (4) Hispanic or Latinos.

A **Summary of Workforce Transactions Report by EEO Category (DHR-10)** was completed to assess the personnel transactions that occurred within the Office of the Illinois State Fire Marshal during the period of July 1, 2015 through June 30, 2016. These transactions were cross referenced by race, sex and national origin—denoted by (M) Male, (F) Female, (W) White, (B/AA) Black or African American, (H/L) Hispanic or Latino, (A) Asian, (AI/AN) American Indian or Alaska Native and (NH/OPI) Native Hawaiian or Other Pacific Islander.

There were a total of (24) transactions; (6) New hires, (14) Separations and (4) Inter-Agency Transfer. The new hires consisted of (4) White males, (1) Black or African American male and (1) White female.

## ASSESSMENT OF CURRENT PRACTICES

This section outlines the current practices that are utilized to recruit and/or hire qualified candidates to fill job vacancies as they occur at the Office of the Illinois State Fire Marshal.

### Recruitment Methods and Sources

The Office of the Illinois State Fire Marshal is subject to the jurisdiction of the Personnel Code, Personnel Rules, Administrative Order 2 and Union contracts; therefore, Civil Service recruitment and testing procedures must be followed in the recruitment efforts of this agency. The recruitment procedures used by the Office of the Illinois State Fire Marshal are:

- a. When vacancies occur, positions that are approved for posting are posted by the Public Safety Shared Services Center on the work4illinois.gov website, as well as posted on the bulletin boards in the Springfield, Chicago, and Marion offices for ten (10) working days. In addition, positions are posted on the Employment Security website and shared with all State of Illinois EEO Officers. The following procedures listed below would be followed.
- b. After the posting period ends, the following steps would apply either for union positions or non-union positions:

#### **Union Contract Positions** (Bid files are processed by the Public Safety Shared Services Center)

- Step 1- Bids received would be checked to see if they are bidding for job assignment and shift preference, then recall or transfer on layoff, promotion and voluntary reduction, or transfer. If none of the above applies, a list of eligible candidates is obtained.
- Step 2- If bidders are received for union contracts positions, eligible bidders will be interviewed and selected according to the above listing in Step 1.
- Step 3- If no one bids under the provisions of the union contract, an eligible list is obtained from the Department of Central Management Services. The names are routed according to Grade Category. That is, those individuals receiving a grade of "A" are forwarded on the first list. Individuals with a grade of "B" or "C" may be forwarded on subsequent lists. As of April 24, 1997 it was signed into law that Veterans would receive "absolute preference"; that is, they would be given first consideration before anyone else and those individuals who qualify for veteran status would be the only ones identified on the list.
- Step 4- The Office of the Illinois State Fire Marshal is then responsible for interviewing eligible candidates, following the Department of

Central Management Services published "Interview and Selection Criteria and Techniques" and making appointments to fill vacancies.

**Non-Union Positions**

- Step 1- If an individual applies for the vacant position and has received a grade of "A" for that title, an interview is scheduled.
- Step 2- The Office of the Illinois State Fire Marshal is then responsible for interviewing eligible candidates and making an appointment to fill the vacancy.

**Interview and Selection Procedure**

The interviewing procedures are as follows:

- a. All interviews for Rutan positions are performed by OSFM employees who are "Rutan" trained.
- b. All interviews for Rutan-exempt positions are performed by Executive Staff. Final approval rests with the State Fire Marshal and the Governor's Office.

**Tuition Reimbursement**

Funds for tuition reimbursement are available to any full time Office of the Illinois State Fire Marshal employee who is eligible for reimbursement consideration. Employees who are hired on a temporary or emergency basis are not eligible for consideration. The tuition reimbursement applies toward tuition and lab fees only. Approval must be obtained prior to starting the course and reimbursement is contingent upon the employee submitting evidence of completion with at least a grade of "C".

## Workforce Analysis by Region

Agency: Office of the Illinois State Fire Marshal

Reporting Period: Ending 6/30/2016

Region: **1**

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES								
		Total	W	B/AA	H/L	A	AI / AN	NH OPI	D	Total	W	B/AA	H/L	A	AI / AN	NH OPI	D	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	D
Officials / Administrators	6	5	5						2	1	1							83.33%	16.67%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	33.33%
Professionals	13	10	9	1						3		2	1					76.92%	23.08%	69.23%	23.08%	7.69%	0.00%	0.00%	0.00%	0.00%
Technicians	10	9	8	1					1	1	1							90.00%	10.00%	90.00%	10.00%	0.00%	0.00%	0.00%	0.00%	10.00%
Protective Service	5	5	3	1	1					0			0					100.00%	0.00%	60.00%	20.00%	20.00%	0.00%	0.00%	0.00%	0.00%
Para-professionals	3	1	1							2	1	1						33.33%	66.67%	66.67%	33.33%	0.00%	0.00%	0.00%	0.00%	0.00%
Office / Clerical	1	0								1			1					0.00%	100.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%
Skilled Craft	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Service / Maintenance	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
TOTAL	38	30	26	3	1	0	0	0	3	8	3	3	2	0	0	0	0	78.95%	21.05%	76.32%	15.79%	7.89%	0.00%	0.00%	0.00%	7.89%

Grand Total Employees for Region 1:				Males:	30	Females:	8	Total Minorities:	9				
					78.95%		21.05%		23.68%				
White:	29	Black/African American:	6	Hispanic/Latino:	3	Asian:	0	AI/AN:	0	NHOPI:	0	Disabled:	3
	76.32%		15.79%		7.89%		0.00%		0.00%		0.00%		7.89%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian and Alaska Native NHOPI=Native Hawaiian or Other Pacific Islander D=Disabled  
DHR-9 (Rev. Feb. 2012)



## Workforce Analysis by Region

Agency: Office of the Illinois State Fire Marshal

Reporting Period: Ending 6/30/2016

Region: **2**

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES								
		Total	W	B/AA	H/L	A	AI / AN	NH OPI	D	Total	W	B/AA	H/L	A	AI / AN	NH OPI	D	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	D
Officials / Administrators	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Professionals	3	3	3							0								100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Technicians	1	1	1							0								100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Protective Service	0	0	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Para-professionals	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Office / Clerical	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Skilled Craft	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Service / Maintenance	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
TOTAL	4	4	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

Grand Total Employees for Region 2:				Males:	4	Females:	0	Total Minorities:	0
					100.00%		0.00%		0.00%
White:	4	Black/African American:	0	Hispanic/Latino:	0	Asian:	0	AI/AN:	0
	100.00%		0.00%		0.00%		0.00%		0.00%
								NHOPI:	0
									0.00%
								Disabled:	0
									0.00%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian and Alaska Native NHOPI=Native Hawaiian or Other Pacific Islander D=Disabled  
DHR-9 (Rev. Feb. 2012)

## Workforce Analysis by Region

Agency: Office of the Illinois State Fire Marshal

Reporting Period: Ending 6/30/2016

Region: **3**

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES								
		Total	W	B/AA	H/L	A	AI / AN	NH OPI	D	Total	W	B/AA	H/L	A	AI / AN	NH OPI	D	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	D
Officials / Administrators	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Professionals	4	3	3							1	1							75.00%	25.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Technicians	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Protective Service	1	1	1							0								100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Para-professionals	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Office / Clerical	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Skilled Craft	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Service / Maintenance	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
TOTAL	5	4	4	0	0	0	0	0	0	1	1	0	0	0	0	0	0	80.00%	20.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

Grand Total Employees for Region 3:		Males: 4 80.00%		Females: 1 20.00%		Total Minorities: 0 0.00%	
White: 5 100.00%	Black/African American: 0 0.00%	Hispanic/Latino: 0 0.00%	Asian: 0 0.00%	AI/AN: 0 0.00%	NHOPI: 0 0.00%	Disabled: 0 0.00%	

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian and Alaska Native NHOPI=Native Hawaiian or Other Pacific Islander D=Disabled  
DHR-9 (Rev. Feb. 2012)

## Workforce Analysis by Region

Agency: Office of the Illinois State Fire Marshal

Reporting Period: Ending 6/30/2016

Region: **4**

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES								
		Total	W	B/AA	H/L	A	AI / AN	NH OPI	D	Total	W	B/AA	H/L	A	AI / AN	NH OPI	D	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	D
Officials / Administrators	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Professionals	0	0	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Technicians	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Protective Service	1	1	1							0								100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Para-professionals	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Office / Clerical	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Skilled Craft	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Service / Maintenance	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
TOTAL	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

Grand Total Employees for Region 4:				Males:	1	Females:	0	Total Minorities:	0
					100.00%		0.00%		0.00%
White:	1	Black/African American:	0	Hispanic/Latino:	0	Asian:	0	AI/AN:	0
	100.00%		0.00%		0.00%		0.00%		0.00%
								NHOPI:	0
									0.00%
								Disabled:	0
									0.00%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian and Alaska Native NHOPI=Native Hawaiian or Other Pacific Islander D=Disabled  
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## Workforce Analysis by Region

Agency: Office of the Illinois State Fire Marshal

Reporting Period: Ending 6/30/2016

Region: **5**

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES								
		Total	W	B/AA	H/L	A	AI / AN	NH OPI	D	Total	W	B/AA	H/L	A	AI / AN	NH OPI	D	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	D
Officials / Administrators	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Professionals	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Technicians	1	1	1							0								100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Protective Service	1	1	1							0								100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Para-professionals	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Office / Clerical	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Skilled Craft	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Service / Maintenance	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
TOTAL	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

Grand Total Employees for Region 5:				Males: 2		Females: 0		Total Minorities: 0					
				100.00%		0.00%		0.00%					
White:	2	Black/African American:	0	Hispanic/Latino:	0	Asian:	0	AI/AN:	0	NHOPI:	0	Disabled:	0
	100.00%		0.00%		0.00%		0.00%		0.00%		0.00%		0.00%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian and Alaska Native NHOPI=Native Hawaiian or Other Pacific Islander D=Disabled

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## Workforce Analysis by Region

Agency: Office of the Illinois State Fire Marshal

Reporting Period: Ending 6/30/2016

Region: **6**

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES									
		Total	W	B/AA	H/L	A	AI / AN	NH OPI	D	Total	W	B/AA	H/L	A	AI / AN	NH OPI	D	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	D	
Officials / Administrators	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Professionals	3	3	3							0								100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Technicians	1	1		1						0								100.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Protective Service	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Para-professionals	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Office / Clerical	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Skilled Craft	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Service / Maintenance	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
TOTAL	4	4	3	1	0	0	0	0	0	0	0	0	0	0	0	0	0	100.00%	0.00%	75.00%	25.00%	0.00%	0.00%	0.00%	0.00%	0.00%	

Grand Total Employees for Region 6:		Males:		4		Females:		0		Total Minorities:		1	
				100.00%				0.00%				25.00%	
White:	3	Black/African American:	1	Hispanic/Latino:	0	Asian:	0	AI/AN:	0	NHOPI:	0	Disabled:	0
	75.00%		25.00%		0.00%		0.00%		0.00%		0.00%		0.00%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian and Alaska Native NHOPI=Native Hawaiian or Other Pacific Islander D=Disabled  
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## Workforce Analysis by Region

Agency: Office of the Illinois State Fire Marshal

Reporting Period: Ending 6/30/2016

Region: **7**

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES											
		Total	W	B/AA	H/L	A	AI / AN	NH OPI	D	Total	W	B/AA	H/L	A	AI / AN	NH OPI	D	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	D			
Officials / Administrators	14	11	10	1					2	3	3							78.57%	21.43%	92.86%	7.14%	0.00%	0.00%	0.00%	0.00%	14.29%			
Professionals	22	10	10						2	12	11		1				1	45.45%	54.55%	95.45%	0.00%	4.55%	0.00%	0.00%	0.00%	13.64%			
Technicians	2	2	2							0								100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%			
Protective Service	1	1	1							0								100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%			
Para-professionals	4	2	2							2	2							50.00%	50.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%			
Office / Clerical	3	0	0							3	2	1					1	0.00%	100.00%	66.67%	33.33%	0.00%	0.00%	0.00%	0.00%	33.33%			
Skilled Craft	0	0	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%			
Service / Maintenance	2	2	2							0								100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%			
TOTAL	48	28	27	1	0	0	0	0	4	20	18	1	1	0	0	0	2	58.33%	41.67%	93.75%	4.17%	2.08%	0.00%	0.00%	0.00%	12.50%			

<b>Grand Total Employees for Region 7:</b>		Males: 28 58.33%		Females: 20 41.67%		Total Minorities: 3 6.25%	
White:	45 93.75%	Black/African American:	2 4.17%	Hispanic/Latino:	1 2.08%	Asian:	0 0.00%
				AI/AN:	0 0.00%	NHOPI:	0 0.00%
						Disabled:	6 12.50%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian and Alaska Native NHOPI=Native Hawaiian or Other Pacific Islander D=Disabled

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## Workforce Analysis by Region

Agency: Office of the Illinois State Fire Marshal

Reporting Period: Ending 6/30/2016

Region: **8**

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES								
		Total	W	B/AA	H/L	A	AI / AN	NH OPI	D	Total	W	B/AA	H/L	A	AI / AN	NH OPI	D	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	D
Officials / Administrators	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Professionals	3	3	3							0								100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Technicians	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Protective Service	1	1	1							0								100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Para-professionals	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Office / Clerical	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Skilled Craft	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Service / Maintenance	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
TOTAL	4	4	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

Grand Total Employees for Region 8:				Males:		4		Females:		0		Total Minorities:		0	
						100.00%				0.00%				0.00%	
White:		4		Black/African American:		0		Hispanic/Latino:		0		Asian:		0	
		100.00%				0.00%				0.00%		AI/AN:		0	
														NHOPI:	
														0	
														0.00%	
														Disabled:	
														0	
														0.00%	

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian and Alaska Native NHOPI=Native Hawaiian or Other Pacific Islander D=Disabled  
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## Workforce Analysis by Region

Agency: Office of the Illinois State Fire Marshal

Reporting Period: Ending 6/30/2016

Region: **9**

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES								
		Total	W	B/AA	H/L	A	AI / AN	NH OPI	D	Total	W	B/AA	H/L	A	AI / AN	NH OPI	D	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	D
Officials / Administrators	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Professionals	2	2	2							0								100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Technicians	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Protective Service	1	1	1							0								100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Para-professionals	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Office / Clerical	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Skilled Craft	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Service / Maintenance	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
TOTAL	3	3	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

Grand Total Employees for Region 9:				Males:	3	Females:	0	Total Minorities:	0
					100.00%		0.00%		0.00%
White:	3	Black/African American:	0	Hispanic/Latino:	0	Asian:	0	AI/AN:	0
	100.00%		0.00%		0.00%		0.00%		0.00%
								NHOPI:	0
									0.00%
								Disabled:	0
									0.00%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian and Alaska Native NHOPI=Native Hawaiian or Other Pacific Islander D=Disabled  
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## Workforce Analysis by Region

Agency: Office of the Illinois State Fire Marshal

Reporting Period: Ending 6/30/2016

Region: **10**

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES								
		Total	W	B/AA	H/L	A	AI / AN	NH OPI	D	Total	W	B/AA	H/L	A	AI / AN	NH OPI	D	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	D
Officials / Administrators	1	0								1	1							0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Professionals	3	3	3							0								100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Technicians	1	1	1							0								100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Protective Service	2	2	2							0								100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Para-professionals	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Office / Clerical	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Skilled Craft	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Service / Maintenance	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
TOTAL	7	6	6	0	0	0	0	0	0	1	1	0	0	0	0	0	0	85.71%	14.29%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

Grand Total Employees for Region 10:				Males:	6	Females:	1	Total Minorities:	0				
					85.71%		14.29%		0.00%				
White:	7	Black/African American:	0	Hispanic/Latino:	0	Asian:	0	AI/AN:	0	NHOPI:	0	Disabled:	0
	100.00%		0.00%		0.00%		0.00%		0.00%		0.00%		0.00%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian and Alaska Native NHOPI=Native Hawaiian or Other Pacific Islander D=Disabled  
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## Summary of Workforce Analysis by Region

Agency: Office of the Illinois State Fire Marshal

Reporting Period: Ending 6/30/2016

Grand Total

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES											
		Total	W	B/AA	H/L	A	AI / AN	NH OPI	D	Total	W	B/AA	H/L	A	AI / AN	NH OPI	D	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	D			
Officials / Administrators	21	16	15	1				4	5	5								76.19%	23.81%	95.24%	4.76%					19.05%			
Professionals	53	37	36	1				2	16	12	2	2				1	69.81%	30.19%	90.57%	5.66%	3.77%				5.66%				
Technicians	16	15	13	2				1	1	1							93.75%	6.25%	87.50%	12.50%					6.25%				
Protective Service	13	13	11	1	1												100.00%		84.62%	7.69%	7.69%								
Para-professionals	7	3	3						4	3	1						42.86%	57.14%	85.71%	14.29%									
Office / Clerical	4								4	2	1	1				1		100.00%	50.00%	25.00%	25.00%				25.00%				
Skilled Craft																													
Service / Maintenance	2	2	2														100.00%		100.00%										
TOTAL	116	86	80	5	1			7	30	23	4	3				2	74.14%	25.86%	88.79%	7.76%	3.45%				7.76%				

<b>Grand Total Employees:</b>		<b>Males:</b>		<b>86</b>	<b>Females:</b>		<b>30</b>	<b>Total Minorities:</b>		<b>13</b>
				<b>74.14%</b>			<b>25.86%</b>			<b>11.21%</b>
<b>White:</b>	<b>103</b>	<b>Black/African American:</b>	<b>9</b>	<b>Hispanic/Latino:</b>	<b>4</b>	<b>Asian:</b>	<b>AI/AN:</b>	<b>NHOPI:</b>	<b>Disabled:</b>	<b>9</b>
	<b>88.79%</b>		<b>7.76%</b>		<b>3.45%</b>					<b>7.76%</b>

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian and Alaska Native NHOPI=Native Hawaiian or Other Pacific Islander D=Disabled

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**Workforce Transactions Report  
by EEO Category**

**Agency:** Office of the Illinois State Fire Marshal

**Reporting Period:** Ending 6/30/2015

**EEO Category:** OFFICIALS / ADMINISTRATORS

Transaction	Grand Total	Total	MALES							FEMALES							PERCENTAGES									
			W	B/AA	H/L	A	AI AN	NH OPI	D	Total	W	B/AA	H/L	A	AI AN	NH OPI	D	M	F	W	B/AA	H/L	A	AI AN	NH OPI	D
New Hires	1	1	1							0								100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Promotions	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Intra-Agency Transfers	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Inter-Agency Transfers	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Suspensions	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Separations	5	5	5							0								100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Discharges	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Lay Off	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Demotions	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reductions	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reinstatements	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reemployment	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Upward Reallocations	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Downward Reallocations	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Provisional Appointment	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian and Alaska Native NH=Native Hawaiian or Other Pacific Islander D=Disabled

# Workforce Transactions Report by EEO Category

Agency: Office of the Illinois State Fire Marshal

Reporting Period: Ending 6/30/2015

EEO Category: PROFESSIONALS

Transaction	Grand Total	Total	MALES							FEMALES							PERCENTAGES									
			W	B/AA	H/L	A	AI AN	NH OPI	D	Total	W	B/AA	H/L	A	AI AN	NH OPI	D	M	F	W	B/AA	H/L	A	AI AN	NH OPI	D
New Hires	3	3	3							0								100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Promotions	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Intra-Agency Transfers	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Inter-Agency Transfers	3	0								3	2	1						0.00%	100.00%	66.67%	33.33%	0.00%	0.00%	0.00%	0.00%	0.00%
Suspensions	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Separations	5	5	5							0								100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Discharges	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Lay Off	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Demotions	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reductions	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reinstatements	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reemployment	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Upward Reallocations	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Downward Reallocations	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Provisional Appointment	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian and Alaska Native NH=Native Hawaiian or Other Pacific Islander D=Disabled



# Workforce Transactions Report by EEO Category

Agency: Office of the Illinois State Fire Marshal

Reporting Period: Ending 6/30/2015

EEO Category: TECHNICIANS

Transaction	Grand Total	Total	MALES							FEMALES							PERCENTAGES									
			W	B/AA	H/L	A	AI AN	NH OPI	D	Total	W	B/AA	H/L	A	AI AN	NH OPI	D	M	F	W	B/AA	H/L	A	AI AN	NH OPI	D
New Hires	1	1		1						0								100.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Promotions	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Intra-Agency Transfers	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Inter-Agency Transfers	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Suspensions	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Separations	2	2	2							0								100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Discharges	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Lay Off	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Demotions	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reductions	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reinstatements	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reemployment	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Upward Reallocations	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Downward Reallocations	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Provisional Appointment	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian and Alaska Native NH=Native Hawaiian or Other Pacific Islander D=Disabled

# Workforce Transactions Report by EEO Category

Agency: Office of the Illinois State Fire Marshal

Reporting Period: Ending 6/30/2015

EEO Category: PROTECTIVE SERVICE

Transaction	Grand Total	Total	MALES							FEMALES							PERCENTAGES									
			W	B/AA	H/L	A	AI AN	NH OPI	D	Total	W	B/AA	H/L	A	AI AN	NH OPI	D	M	F	W	B/AA	H/L	A	AI AN	NH OPI	D
New Hires	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Promotions	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Intra-Agency Transfers	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Inter-Agency Transfers	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Suspensions	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Separations	2	2	1	1						0								100.00%	0.00%	50.00%	50.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Discharges	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Lay Off	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Demotions	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reductions	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reinstatements	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reemployment	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Upward Reallocations	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Downward Reallocations	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Provisional Appointment	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian and Alaska Native NH=Native Hawaiian or Other Pacific Islander D=Disabled

# Workforce Transactions Report by EEO Category

Agency: Office of the Illinois State Fire Marshal

Reporting Period: Ending 6/30/2015

EEO Category: PARAPROFESSIONALS

Transaction	Grand Total	Total	MALES							FEMALES							PERCENTAGES									
			W	B/AA	H/L	A	AI AN	NH OPI	D	Total	W	B/AA	H/L	A	AI AN	NH OPI	D	M	F	W	B/AA	H/L	A	AI AN	NH OPI	D
New Hires	1	0								1	1							0.00%	100.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Promotions	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Intra-Agency Transfers	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Inter-Agency Transfers	1	1	1							0								100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Suspensions	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Separations	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Discharges	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Lay Off	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Demotions	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reductions	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reinstatements	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reemployment	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Upward Reallocations	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Downward Reallocations	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Provisional Appointment	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian and Alaska Native NH=Native Hawaiian or Other Pacific Islander D=Disabled

# Workforce Transactions Report by EEO Category

Agency: Office of the Illinois State Fire Marshal

Reporting Period: Ending 6/30/2015

EEO Category: OFFICE / CLERICAL

Transaction	Grand Total	Total	MALES							FEMALES							PERCENTAGES									
			W	B/AA	H/L	A	AI AN	NH OPI	D	Total	W	B/AA	H/L	A	AI AN	NH OPI	D	M	F	W	B/AA	H/L	A	AI AN	NH OPI	D
New Hires	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Promotions	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Intra-Agency Transfers	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Inter-Agency Transfers	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Suspensions	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Separations	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Discharges	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Lay Off	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Demotions	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reductions	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reinstatements	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reemployment	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Upward Reallocations	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Downward Reallocations	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Provisional Appointment	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian and Alaska Native NH=Native Hawaiian or Other Pacific Islander D=Disabled

# Workforce Transactions Report by EEO Category

Agency: Office of the Illinois State Fire Marshal

Reporting Period: Ending 6/30/2015

EEO Category: SKILLED CRAFT

Transaction	Grand Total	Total	MALES							FEMALES							PERCENTAGES								
			W	B/AA	H/L	A	AI AN	NH OPI	D	Total	W	B/AA	H/L	A	AI AN	NH OPI	D	M	F	W	B/AA	H/L	A	AI AN	NH OPI
New Hires	0	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Promotions	0	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Intra-Agency Transfers	0	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Inter-Agency Transfers	0	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Suspensions	0	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Separations	0	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Discharges	0	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Lay Off	0	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Demotions	0	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reductions	0	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reinstatements	0	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reemployment	0	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Upward Reallocations	0	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Downward Reallocations	0	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Provisional Appointment	0	0							0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian and Alaska Native NH=Native Hawaiian or Other Pacific Islander D=Disabled

# Workforce Transactions Report by EEO Category

Agency: Office of the Illinois State Fire Marshal

Reporting Period: Ending 6/30/2015

EEO Category: SERVICE / MAINTENANCE

Transaction	Grand Total	Total	MALES								FEMALES								PERCENTAGES							
			W	B/AA	H/L	A	AI AN	NH OPI	D	Total	W	B/AA	H/L	A	AI AN	NH OPI	D	M	F	W	B/AA	H/L	A	AI AN	NH OPI	D
New Hires	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Promotions	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Intra-Agency Transfers	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Inter-Agency Transfers	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Suspensions	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Separations	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Discharges	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Lay Off	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Demotions	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reductions	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reinstatements	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Reemployment	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Upward Reallocations	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Downward Reallocations	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Provisional Appointment	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian and Alaska Native NH=Native Hawaiian or Other Pacific Islander D=Disabled

# Summary of Workforce Transactions Report by EEO Category

Agency: Office of the Illinois State Fire Marshal

Reporting Period: Ending 6/30/2015

EEO Category: GRAND TOTAL

Transaction	Grand Total	Total	MALES							FEMALES							PERCENTAGES									
			W	B/AA	H/L	A	AI AN	NH OPI	D	Total	W	B/AA	H/L	A	AI AN	NH OPI	D	M	F	W	B/AA	H/L	A	AI AN	NH OPI	D
New Hires	6	5	4	1					1	1							83.33%	16.67%	83.33%	16.67%						
Promotions																										
Intra-Agency Transfers																										
Inter-Agency Transfers	4	1	1						3	2	1						25.00%	75.00%	75.00%	25.00%						
Suspensions																										
Separations	14	14	13	1					1								100.00%		92.86%	7.14%					7.14%	
Discharges																										
Lay Off																										
Demotions																										
Reductions																										
Reinstatements																										
Reemployment																										
Upward Reallocations																										
Downward Reallocations																										
Provisional Appointment																										

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian and Alaska Native NH=Native Hawaiian or Other Pacific Islander D=Disabled



## FINAL AVAILABILITY ANALYSIS

The Office of the Illinois State Fire Marshal's office staff is located in Springfield, Chicago and Marion and our field staff is located throughout the state of Illinois. The main Headquarters for the Office is located in Springfield.

The Final Availability Numbers used are based upon the Regions that have ten (10) or more in a job category. For our Office, these are Regions 1 and 7.

**Region 1** – Cook, Dekalb, DuPage, Grundy, Kane, Kankakee, Kendall, Lake, McHenry and Will Counties. Our Chicago Office is located in Region 1.

**Region 7** – Cass, Christian, Greene, Logan, Macon, Macoupin, Menard, Montgomery, Morgan, Sangamon, Scott & Shelby Counties. Our Springfield Office is located in Region 7.

The **Officials/Administrators job** category has a total of twenty-one (21) employees with six (6) employees in Region 1, fourteen (14) employees in Region 7;

**Professionals** job category has a total of fifty-three (53) employees with thirteen (13) employees in Region 1, and twenty-two (22) employees in Region 7;

**Technicians** job category has a total of sixteen (16) employees with ten (10) employees in Region 1, and two (2) employees in Region 7;

**Protective Services** job category has a total of thirteen (13) employees with five (5) employees in Region 1, and one (1) employee in Region 7;

**Para-Professionals** job category has a total of seven (7) employees with three (3) employees in Region 1, and four (4) employees in Region 7;

**Office/Clerical** job category has a total of four (4) employees with one (1) employee in Region 1, and three (3) employees in Region 7;

**Skilled Craft** job category has a total of zero (0) employees;

**Service/Maintenance** job category has a total of two (2) employees with zero (0) employees in Region 1, and two (2) employees in Region 7.

# Availability Percent Worksheet

AGENCY: Office of the State Fire Marshal  
Category: Professionals

Affirmative Action Group:  
**WOMEN**  
Region: 1  
Facility:

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	827,810	454,510	54.91%	30	16.47	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	19	4	21.05%	70	14.74	Agency Workforce.
				100	24.97	Availability Percent.

AGENCY: Office of the State Fire Marshal  
Category: Professionals

Affirmative Action Group:  
**BLACK or AFRICAN AMERICAN**  
Region: 1  
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	827,810	87,754	10.60%	30	3.18	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	19	3	15.79%	70	11.05	Agency Workforce.
				100	11.39	Availability Percent.

AGENCY: Office of the State Fire Marshal  
Category: Professionals

Affirmative Action Group:  
**HISPANIC or LATINO**  
Region: 1  
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	827,810	55,200	6.67%	30	2.00	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	19	2	10.53%	70	7.37	Agency Workforce.
				100	7.50	Availability Percent.

# Availability Percent Worksheet

AGENCY: Office of the State Fire Marshal  
Category: Professionals

Affirmative Action Group:  
**ASIAN**  
Region: 1  
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	827,810	87,895	10.62%	100	10.62	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	19	0	0.00%	0	0.00	Agency Workforce.
				100	8.49	Availability Percent.

AGENCY: Office of the State Fire Marshal  
Category: Professionals

Affirmative Action Group:  
**AMERICAN INDIAN or  
ALASKAN NATIVE**  
Region: 1  
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	827,810	470	0.06%	100	0.06	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	19	0	0.00%	0	0.00	Agency Workforce.
				100	0.05	Availability Percent.

AGENCY: Office of the State Fire Marshal  
Category: Professionals

Affirmative Action Group:  
**NATIVE HAWAIIAN or OTHER  
PACIFIC ISLANDER**  
Region: 1  
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	827,810	159	0.02%	100	0.02	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	19	0	0.00%	0	0.00	Agency Workforce.
				100	0.02	Availability Percent.

# Availability Percent Worksheet

AGENCY: Office of the State Fire Marshal  
Category: Technicians

Affirmative Action Group:  
**WOMEN**  
Region: 1  
Facility:

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	101,330	54,275	53.56%	30	16.07	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	9	3	33.33%	70	23.33	Agency Workforce.
				100	31.52	Availability Percent.

AGENCY: Office of the State Fire Marshal  
Category: Technicians

Affirmative Action Group:  
**BLACK or AFRICAN AMERICAN**  
Region: 1  
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	101,330	15,940	15.73%	30	4.72	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	9	2	22.22%	70	15.56	Agency Workforce.
				100	16.22	Availability Percent.

AGENCY: Office of the State Fire Marshal  
Category: Technicians

Affirmative Action Group:  
**HISPANIC or LATINO**  
Region: 1  
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	101,330	10,109	9.98%	30	2.99	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	9	2	22.22%	70	15.56	Agency Workforce.
				100	14.84	Availability Percent.

# Availability Percent Worksheet

AGENCY: Office of the State Fire Marshal  
Category: Technicians

Affirmative Action Group:  
**ASIAN**  
Region: 1  
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	101,330	13,699	13.52%	100	13.52	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	9	0	0.00%	0	0.00	Agency Workforce.
				100	10.82	Availability Percent.

AGENCY: Office of the State Fire Marshal  
Category: Technicians

Affirmative Action Group:  
**AMERICAN INDIAN or ALASKAN NATIVE**  
Region: 1  
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	101,330	123	0.12%	100	0.12	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	9	0	0.00%	0	0.00	Agency Workforce.
				100	0.10	Availability Percent.

AGENCY: Office of the State Fire Marshal  
Category: Technicians

Affirmative Action Group:  
**NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER**  
Region: 1  
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	101,330	15	0.01%	100	0.01	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	9	0	0.00%	0	0.00	Agency Workforce.
				100	0.01	Availability Percent.

## Workforce Analysis by Region

Agency: Office of the State Fire Marshal

Reporting Period: Ending 6/30/2016

Region: 1

FEO Category	Grand Total	MALES								FEMALES								PERCENTAGES									
		Total	W	B/AA	H/L	A	AI / AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI / AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	PWD	
Officials / Administrators	6	5	5							1	1							83.33%	16.67%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Professionals	13	10	9	1						3		2	1					76.92%	23.08%	69.23%	23.08%	7.69%	0.00%	0.00%	0.00%	0.00%	
Technicians	10	9	8	1						1	1							90.00%	10.00%	90.00%	10.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Protective Service	5	5	3	1	1					0								100.00%	0.00%	60.00%	20.00%	20.00%	0.00%	0.00%	0.00%	0.00%	
Para-professionals	3	1	1							2	1	1						33.33%	66.67%	66.67%	33.33%	0.00%	0.00%	0.00%	0.00%	0.00%	
Administrative Support	1	0								1			1					0.00%	100.00%	0.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	
Skilled Craft	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Service / Maintenance	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
TOTAL	38	30	26	3	1	0	0	0	0	8	3	3	2	0	0	0	0	78.95%	21.05%	76.32%	15.79%	7.89%	0.00%	0.00%	0.00%	0.00%	

Grand Total Employees for Region 1:		Males:	30	Females:	8	Total Minorities:	9
			78.95%		21.05%		23.68%
White:	29	B/AA:	6	H/L:	3	Asian:	0
	76.32%		15.79%		7.89%		0.00%
						AI/AN:	0
							0.00%
						NHOPI:	0
							0.00%
						PWD:	0
							0.00%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NHOPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities



## Utilization Analysis

Agency: Office of the State Fire Marshal  
Affirmative Action Group: **WOMEN**

Region 1

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	6	13	10	5	3	1	0	0
Availability Percent	0.00	24.97	31.52	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	3	3	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	1	3	1	0	2	1	0	0
Underutilization			2					

Agency: Office of the State Fire Marshal  
Affirmative Action Group: **BLACK or AFRICAN AMERICAN**

Region 1

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	6	13	10	5	3	1	0	0
Availability Percent	0.00	11.39	16.22	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	1	1	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	3	1	1	1	0	0	0
Underutilization								

## Utilization Analysis

Agency: Office of the State Fire Marshal  
Affirmative Action Group: **HISPANIC or LATINO**

Region 1

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	6	13	10	5	3	1	0	0
Availability Percent	0.00	7.50	14.84	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	0	1	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	1	0	1	0	1	0	0
Underutilization			1					

Agency: Office of the State Fire Marshal  
Affirmative Action Group: **ASIAN**

Region 1

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	6	13	10	5	3	1	0	0
Availability Percent	0.00	8.49	10.82	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	1	1	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0
Underutilization		1	1					

## Utilization Analysis

Agency: Office of the State Fire Marshal  
 Affirmative Action Group: **AMERICAN INDIAN or ALASKAN NATIVE**

Region 1

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	6	13	10	5	3	1	0	0
Availability Percent	0.00	0.05	0.10	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

Agency: Office of the State Fire Marshal  
 Affirmative Action Group: **NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER**

Region 1

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	6	13	10	5	3	1	0	0
Availability Percent	0.00	0.02	0.01	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

# Availability Percent Worksheet

AGENCY: Office of the State Fire Marshal  
Category: Officials/Administrators

Affirmative Action Group:  
**WOMEN**  
Region: 7  
Facility:

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
	-----	-----	-----	-----	-----	
1. Those having requisite skills in the region.	28,960	11,365	39.24%	30	11.77	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	25	12	48.00%	70	33.60	Agency Workforce.
				100	36.30	Availability Percent.

AGENCY: Office of the State Fire Marshal  
Category: Officials/Administrators

Affirmative Action Group:  
**BLACK or AFRICAN AMERICAN**  
Region: 7  
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
	-----	-----	-----	-----	-----	
1. Those having requisite skills in the region.	28,960	844	2.91%	100	2.91	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	25	0	0.00%	0	0.00	Agency Workforce.
				100	2.33	Availability Percent.

AGENCY: Office of the State Fire Marshal  
Category: Officials/Administrators

Affirmative Action Group:  
**HISPANIC or LATINO**  
Region: 7  
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
	-----	-----	-----	-----	-----	
1. Those having requisite skills in the region.	28,960	389	1.34%	30	0.40	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	25	1	4.00%	70	2.80	Agency Workforce.
				100	2.56	Availability Percent.

# Availability Percent Worksheet

AGENCY: Office of the State Fire Marshal  
Category: Officials/Administrators

Affirmative Action Group:  
**ASIAN**  
Region: 7  
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	28,960	320	1.10%	100	1.10	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	25	0	0.00%	0	0.00	Agency Workforce.
				100	0.88	Availability Percent.

AGENCY: Office of the State Fire Marshal  
Category: Officials/Administrators

Affirmative Action Group:  
**AMERICAN INDIAN or ALASKAN NATIVE**  
Region: 7  
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	28,960	44	0.15%	100	0.15	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	25	0	0.00%	0	0.00	Agency Workforce.
				100	0.12	Availability Percent.

AGENCY: Office of the State Fire Marshal  
Category: Officials/Administrators

Affirmative Action Group:  
**NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER**  
Region: 7  
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	28,960	0	0.00%	0	0.00	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	25	0	0.00%	0	0.00	Agency Workforce.
				0	0.00	Availability Percent.

# Availability Percent Worksheet

AGENCY: Office of the State Fire Marshal  
Category: Professionals

Affirmative Action Group:  
**WOMEN**  
Region: 7  
Facility:

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	43,165	24,855	57.58%	30	17.27	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	10	5	50.00%	70	35.00	Agency Workforce.
				100	41.82	Availability Percent.

AGENCY: Office of the State Fire Marshal  
Category: Professionals

Affirmative Action Group:  
**BLACK or AFRICAN AMERICAN**  
Region: 7  
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	43,165	1,885	4.37%	30	1.31	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	10	1	10.00%	70	7.00	Agency Workforce.
				100	6.65	Availability Percent.

AGENCY: Office of the State Fire Marshal  
Category: Professionals

Affirmative Action Group:  
**HISPANIC or LATINO**  
Region: 7  
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	43,165	438	1.01%	100	1.01	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	10	0	0.00%	0	0.00	Agency Workforce.
				100	0.81	Availability Percent.



### Availability Percent Worksheet

AGENCY: Office of the State Fire Marshal  
Category: Professionals

Affirmative Action Group:  
**ASIAN**  
Region: 7  
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	43,165	1,305	3.02%	100	3.02	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	10	0	0.00%	0	0.00	Agency Workforce.
				100	2.42	Availability Percent.

AGENCY: Office of the State Fire Marshal  
Category: Professionals

Affirmative Action Group:  
**AMERICAN INDIAN or ALASKAN NATIVE**  
Region: 7  
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	43,165	58	0.13%	100	0.13	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	10	0	0.00%	0	0.00	Agency Workforce.
				100	0.11	Availability Percent.

AGENCY: Office of the State Fire Marshal  
Category: Professionals

Affirmative Action Group:  
**NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER**  
Region: 7  
Facility: 0

FACTORS	A Grand Total #	B Aff. Action Group #	C Percentage Total %	D Value Weight %	E Weighted Factor %	Source of Statistics
1. Those having requisite skills in the region.	43,165	30	0.07%	100	0.07	U. S. Census Bureau / American Community Survey.
2. Those promotable, trainable, and transferable in the region.	10	0	0.00%	0	0.00	Agency Workforce.
				100	0.06	Availability Percent.

## Workforce Analysis by Region

Agency: Office of the State Fire Marshal

Reporting Period: Ending 6/30/2016

Region: 7

EEO Category	Grand Total	MALES								FEMALES								PERCENTAGES									
		Total	W	B/AA	H/L	A	AI / AN	NH OPI	PWD	Total	W	B/AA	H/L	A	AI / AN	NH OPI	PWD	M	F	W	B/AA	H/L	A	AI/AN	NHOPI	PWD	
Officials / Administrators	14	11	10	1						3	3							78.57%	21.43%	92.86%	7.14%	0.00%	0.00%	0.00%	0.00%	0.00%	
Professionals	22	10	10							12	11		1					45.45%	54.55%	95.45%	0.00%	4.55%	0.00%	0.00%	0.00%	0.00%	
Technicians	2	2	2							0								100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Protective Service	1	1	1							0								100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Para-professionals	4	2	2							2	2							50.00%	50.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Administrative Support	3	0								3	2	1						0.00%	100.00%	66.67%	33.33%	0.00%	0.00%	0.00%	0.00%	0.00%	
Skilled Craft	0	0								0								0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Service / Maintenance	2	2	2							0								100.00%	0.00%	100.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
TOTAL	48	28	27	1	0	0	0	0	0	20	18	1	1	0	0	0	0	58.33%	41.67%	93.75%	4.17%	2.08%	0.00%	0.00%	0.00%	0.00%	

Grand Total Employees for Region 7:		Males:	28	Females:	20	Total Minorities:		3					
			58.33%		41.67%			6.25%					
White:	45	B/AA:	2	H/L:	1	Asian:	0	AI/AN:	0	NHOPI:	0	PWD:	0
	93.75%		4.17%		2.08%		0.00%		0.00%		0.00%		0.00%

W=White B/AA=Black or African American H/L=Hispanic or Latino A=Asian AI/AN=American Indian or Alaskan Native NHOPI=Native Hawaiian or Other Pacific Islander PWD=People with Disabilities

## Utilization Analysis

Agency: Office of the State Fire Marshal  
Affirmative Action Group: **WOMEN**

Region 7

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	14	22	2	1	4	3	0	2
Availability Percent	36.30	41.82	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	5	9	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	3	12	0	0	2	3	0	0
Underutilization	<b>2</b>							

Agency: Office of the State Fire Marshal  
Affirmative Action Group: **BLACK or AFRICAN AMERICAN**

Region 7

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	14	22	2	1	4	3	0	2
Availability Percent	2.33	6.65	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	1	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	1	0	0	0	0	1	0	0
Underutilization		<b>1</b>						

## Utilization Analysis

Agency: Office of the State Fire Marshal  
Affirmative Action Group: **HISPANIC or LATINO**

Region 7

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	14	22	2	1	4	3	0	2
Availability Percent	2.56	0.81	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	1	0	0	0	0	0	0

Underutilization

Agency: Office of the State Fire Marshal  
Affirmative Action Group: **ASIAN**

Region 7

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	14	22	2	1	4	3	0	2
Availability Percent	0.88	2.42	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

## Utilization Analysis

Agency: Office of the State Fire Marshal  
 Affirmative Action Group: **AMERICAN INDIAN or ALASKAN NATIVE**

Region 7

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	14	22	2	1	4	3	0	2
Availability Percent	0.12	0.11	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

Agency: Office of the State Fire Marshal  
 Affirmative Action Group: **NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER**

Region 7

	Officials/ Administrators	Professionals	Technicians	Protective Service	Para- Professionals	Admin Support	Skilled Craft	Service/ Maintenance
Present Number of Employees	14	22	2	1	4	3	0	2
Availability Percent	0.00	0.06	0.00	0.00	0.00	0.00	0.00	0.00
Number Needed for Parity	0	0	0	0	0	0	0	0
Number of Affirmative Action Group Members Already Employed	0	0	0	0	0	0	0	0

Underutilization

# Underutilization Summary by Region

Name of Agency: Office of the State Fire Marshal

Fiscal Year: FY2017

Region	Officials and Administrators						Professionals						Technicians						Protective Service Workers					
	Women	B/AA	H/L	A	AI/AN	NHOPI	Women	B/AA	H/L	A	AI/AN	NHOPI	Women	B/AA	H/L	A	AI/AN	NHOPI	Women	B/AA	H/L	A	AI/AN	NHOPI
1										1			2		1	1								
2																								
3																								
4																								
5																								
6																								
7	2							1																
8																								
9																								
10																								
Total	2	0	0	0	0	0	0	1	0	1	0	0	2	0	1	1	0	0	0	0	0	0	0	0

Region	Paraprofessionals						Administrative Support						Skilled Craft Workers						Service-Maintenance					
	Women	B/AA	H/L	A	AI/AN	NHOPI	Women	B/AA	H/L	A	AI/AN	NHOPI	Women	B/AA	H/L	A	AI/AN	NHOPI	Women	B/AA	H/L	A	AI/AN	NHOPI
1																								
2																								
3																								
4																								
5																								
6																								
7																								
8																								
9																								
10																								
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Total underutilization for Women: 4

Total underutilization for Black or African American: 1

Total underutilization for Hispanic or Latino: 1

Total underutilization for Asian: 2

Total underutilization for American Indian or Alaskan Native: 0

Total underutilization for Native Hawaiian or Other Pacific Islander: 0

Note: If no calculations are necessary in any region where the agency does not have a facility or because there are less than ten employees in the EEO category in that region, leave that box blank.

W= Women B/AA = Black or African American H/L = Hispanic or Latino A = Asian AI/AN = American Indian or Alaskan Native NHOPI= Native Hawaiian or Other Pacific Islander

DHR 11-AAP (Rev. Feb. 2016)



## PROMOTABLE CATEGORIES

### Officials/Administrators

Professionals  
Technicians  
Protective Service

### Professionals

Technicians  
Protective Service  
Para-Professionals  
Office/Clerical

### Technicians

Protective Service  
Para-Professionals  
Office/Clerical

### Protective Service

Para-Professional  
Office/Clerical  
Skilled Craft  
Service/Maintenance

### Skilled Craft

Service Maintenance  
Office/Clerical

### Para-Professionals

Office/Clerical

### Service/Maintenance

Office/Clerical

### Office/Clerical

N/A

JOB TITLES GROUPED BY APPROVED JOB CATEGORIES/  
UTILIZED BY THE OFFICE OF THE ILLINOIS STATE FIRE MARSHAL

Officials/Administrators (1)

Public Service Administrator  
Senior Public Service Administrator  
Chief Internal Auditor

Professionals (2)

Administrative Assistant I & II  
Arson Investigator I & II  
Elevator Inspector  
Executive I & II  
Fire Certification Supervisor  
Fire Protection Specialist I  
Information Systems Analyst I  
Storage Tank Safety Specialist  
Technical Advisor III

Technician (3)

Boiler Safety Specialist  
Engineering Technician III  
Fire Certification Specialist II

Protective Service (4)

Fire Prevention Inspector I & II

Para-Professionals (5)

Office Coordinator  
Office Specialist  
Private Secretary II

Office/Clerical (6)

Office Assistant  
Office Associate

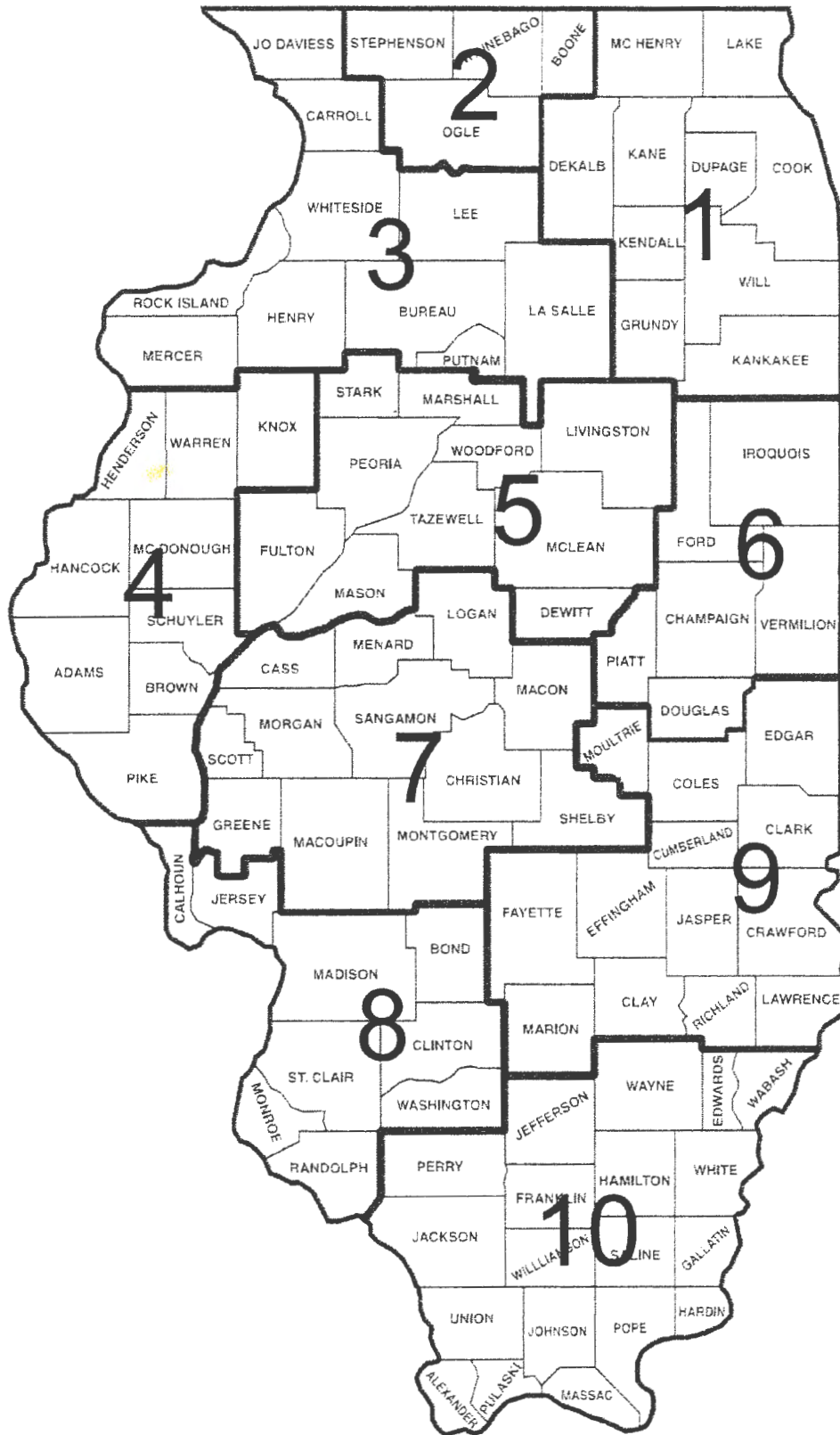
Skilled Craft (7)

N/A

Service/Maintenance (8)

Storekeeper I & II

# Illinois Department of Human Rights State Regional Map



## Illinois Counties by Region

### REGION 1

Cook  
DeKalb  
DuPage  
Grundy  
Kane  
Kankakee  
Kendall  
Lake  
McHenry  
Will

### REGION 2

Boone  
Ogle  
Stephenson  
Winnebago

### REGION 3

Bureau  
Carroll  
Henry  
Jo Daviess  
LaSalle  
Lee  
Mercer  
Putnam  
Rock Island  
Whiteside

### REGION 4

Adams  
Brown  
Hancock  
Henderson  
Knox  
McDonough  
Pike  
Schuyler  
Warren

### REGION 5

DeWitt  
Fulton  
Livingston  
Marshall  
Mason  
McLean  
Peoria  
Stark  
Tazewell  
Woodford

### REGION 6

Champaign  
Douglas  
Ford  
Iroquois  
Piatt  
Vermilion

### REGION 7

Christian  
Cass  
Greene  
Logan  
Macon  
Macoupin  
Menard  
Morgan  
Montgomery  
Sangamon  
Scott  
Shelby

### REGION 8

Bond  
Calhoun  
Clinton  
Jersey  
Madison  
Monroe  
Randolph  
St. Clair  
Washington

### REGION 9

Clark  
Clay  
Coles  
Crawford  
Cumberland  
Edgar  
Effingham  
Fayette  
Jasper  
Lawrence  
Marion  
Moultrie  
Richland

### REGION 10

Alexander  
Edwards  
Franklin  
Gallatin  
Hamilton  
Hardin  
Jackson  
Jefferson  
Johnson  
Massac  
Perry  
Pope  
Pulaski  
Saline  
Union  
Wabash  
Wayne  
White  
Williamson

# **SECTION THREE**

### EEO/AA PROBLEM OVERVIEW

The Office of the Illinois State Fire Marshal has problems attracting women and minorities in the areas of Officials/Administrators, Professionals and Technicians. The Agency has titles with specialized skills which limits the qualified candidate pool, i.e., Arson Investigators I and II, Storage Tank Safety Specialist, Boiler Safety Specialist, Elevator Inspector and Fire Certification Specialist. The Agency does not have a lot of attrition in these job titles. The Agency is also under strict hiring guidelines and must obtain Governor's Office approval for every hire.



## NUMERICAL GOALS

### (Region 1)

#### PROBLEM AREA:

Underutilization of Women, Hispanic or Latinos and Asians in the **Technicians Category** for Region 1.

#### GOAL:

Eliminate underutilization of Women, Hispanic or Latinos and Asians in the Technicians Category.

#### OBJECTIVES:

As vacancies occur, encourage minorities to apply and attempt to hire/promote at least two Women, one Hispanic or Latino and one Asian.

<u>Action Item</u>	<u>Assignment of Responsibility</u>	<u>Completion Target Date</u>	<u>Monitoring Procedure</u>
1. Post all vacancies on the work4illinois.gov and the Employment Security websites, notify State of Illinois EEO Officers, OSFM employees, and all Legislators throughout the state of Illinois. Employment opportunities are available on our website with a link to work4illinois.gov	Public Safety Shared Services Center and EEO Officer	Quarterly	Quarterly report vacancies to Department of Human Rights
2. Employ two Women from Region 1	Public Safety Shared Services Center	As funding is available to fill vacancies	Review of hires/promotions by EEO Officer
3. Employ one Hispanic or Latino from Region 1	Public Safety Shared Services Center	As funding is available to fill vacancies	Review of hires/promotions by EEO Officer
4. Employ one Asian from Region 1	Public Safety Shared Services Center	As funding is available to fill vacancies	Review of hires/promotions by EEO Officer

## NUMERICAL GOALS

### (Region 1)

#### PROBLEM AREA:

Underutilization of Asians in the **Professional Category** for Region 1.

#### GOAL:

Eliminate underutilization of Asians in the Professional Category.

#### OBJECTIVES:

As vacancies occur, encourage minorities to apply and attempt to hire/promote at least one Asian.

<u>Action Item</u>	<u>Assignment of Responsibility</u>	<u>Completion Target Date</u>	<u>Monitoring Procedure</u>
5. Post all vacancies on the work4illinois.gov and the Employment Security websites, notify State of Illinois EEO Officers, OSFM employees, and all Legislators throughout the state of Illinois. Employment opportunities are available on our website with a link to work4illinois.gov	Public Safety Shared Services Center and EEO Officer	Quarterly	Quarterly report vacancies to Department of Human Rights
6. Employ one Asian from Region 1	Public Safety Shared Services Center	As funding is available to fill vacancies	Review of hires/promotions by EEO Officer

## NUMERICAL GOALS

(Region 7)

### PROBLEM AREA:

Underutilization of Women in the **Officials and Administrators Category** for Region 7.

### GOAL:

Eliminate underutilization of Women in the Officials and Administrators Category.

### OBJECTIVES:

As vacancies occur, encourage minorities to apply and attempt to hire/promote two Women.

<u>Action Item</u>	<u>Assignment of Responsibility</u>	<u>Completion Target Date</u>	<u>Monitoring Procedure</u>
1. Post all vacancies on the work4illinois.gov and the Employment Security websites, notify State of Illinois EEO Officers, OSFM employees, and all Legislators throughout the state of Illinois. Employment opportunities are available on our website with a link to work4illinois.gov	Public Safety Shared Services Center and EEO Officer	Quarterly	Quarterly report vacancies to Department of Human Rights
2. Employ two Women from Region 7	Public Safety Shared Services Center	As funding is available to fill vacancies	Review of hires/promotions by EEO Officer

## NUMERICAL GOALS

(Region 7)

### PROBLEM AREA:

Underutilization of Black or African Americans in the **Professionals Category** for Region 7.

### GOAL:

Eliminate underutilization of Black or African Americans in the Professionals Category.

### OBJECTIVES:

As vacancies occur, encourage minorities to apply and attempt to hire/promote one Black or African American.

<u>Action Item</u>	<u>Assignment of Responsibility</u>	<u>Completion Target Date</u>	<u>Monitoring Procedure</u>
3. Post all vacancies on the work4illinois.gov and the Employment Security websites, notify State of Illinois EEO Officers, OSFM employees, and all Legislators throughout the state of Illinois. Employment opportunities are available on our website with a link to work4illinois.gov	Public Safety Shared Services Center and EEO Officer	Quarterly	Quarterly report vacancies to Department of Human Rights
4. Employ one Black or African American from Region 7	Public Safety Shared Services Center	As funding is available to fill vacancies	Review of hires/promotions by EEO Officer

## PROGRAM GOALS

### PROBLEM AREA:

New hires are dependent upon increases in headcount and vacancies, specific appropriation by the General Assembly and the availability of qualified minorities and/or disabled persons who wish to interview for vacant positions. The State of Illinois observes Veteran's Preference and Rutan Hiring procedures.

### GOAL:

Continue to inform Agency personnel of their responsibilities with regard to the Agency's EEO/AA goals and objectives.

### OBJECTIVES:

To ensure that all managers are aware of their responsibilities with respect to the implementation of the Agency's EEO/AA Plan.

### ACTION ITEMS:

- 1) Inform Agency personnel involved in the hiring process of "underutilized" EEO job categories for minorities, women and disabled.

<u>Assignment Responsibility</u>	<u>Completion Target Date</u>	<u>Monitoring Procedure</u>
EEO/AA Officer	Ongoing as vacancies occur	Notification to management on areas of underutilization. Request the SD list when appropriate.

- 2) Disseminate FY 2017 EEO/AA Plan and explain content to Fire Marshal and all managers, outside organizations and other interested persons.

<u>Assignment Responsibility</u>	<u>Completion Target Date</u>	<u>Monitoring Procedure</u>
EEO/AA Officer	Within 60 Days after receipt of Plan approval from the Department of Human Rights.	Send copy of approved Plan to all concerned parties.

- 3) Inform current employees and new employees of the Fire Marshal's Policy concerning EEO/AA.

<u>Assignment Responsibility</u>	<u>Completion Target Date</u>	<u>Monitoring Procedure</u>
Public Safety Shared Services Center and EEO Officer	As new hires occur and annually for existing staff.	Policy is included in all new employee packets and posted on Agency's portal.

- 4) Inform current employees and new employees of the EEO/AA Officer and functions of EEO/AA Officer.

<u>Assignment Responsibility</u>	<u>Completion Target Date</u>	<u>Monitoring Procedure</u>
Public Safety Shared Services Center and EEO Officer	As new hires occur and annually for existing staff.	Include EEO Officer's name, contact information and functions in all new employee packets and post on Agency's portal.

- 5) Work with DHR liaison and schedule meetings to discuss quarterly progress and obtain any assistance.

<u>Assignment Responsibility</u>	<u>Completion Target Date</u>	<u>Monitoring Procedure</u>
EEO/AA Officer	As needed	Meetings monitored by DHR.

- 6) Provide Sexual Harassment Training for new employees as well as annual training for current employees.

<u>Assignment Responsibility</u>	<u>Completion Target Date</u>	<u>Monitoring Procedure</u>
EEO/AA Officer	New Employees as hiring occurs and current employees periodically.	Schedule all training and coordinate with Healthcare and Family Services (HFS) or Central Management Services (CMS). Keep record of all employees who have completed training.

- 7) Enhance recruitment efforts via job fairs/forums (when funding is available), e-mails to minority organizations and the fire service and the Agency's website.

<u>Assignment Responsibility</u>	<u>Completion Target Date</u>	<u>Monitoring Procedure</u>
EEO/AA Officer	As vacancies occur	Maintain files on recruitment efforts; maintain a list of those individuals contacted in order to monitor results.

# **SECTION FOUR**



EQUAL EMPLOYMENT OPPORTUNITY  
COMPLAINT INVESTIGATION PROCEDURE

A. Purpose

In accordance with the Policy Statement of the Chief Executive Officer this agency affirms its commitment to a policy of Equal Employment Opportunity through the implementation of an EEO Complaint Investigation Procedure to promote the internal resolution of employee complaints of alleged discrimination. It is the conviction of the agency that the establishment of this EEO Complaint Investigation Procedure shall provide an internal avenue of redress to informally resolve complaints of alleged discrimination at the lowest organizational level, reducing the backlog, delay, and expense of a prolonged formal investigation.

To that end, managers are responsible for the resolution of valid complaints of discrimination within their organization level. The EEO/Affirmative Action Officer shall advise and support management in the investigation of complaints, documentation of facts, the presentation of findings, and recommendations to resolve the dispute.

The use of this EEO Complaint Investigation Procedure does not preclude the right of an employee to file a charge directly with the state (DHR) or the federal government (EEOC) or any other appropriate government agency. The filing of any complaint of alleged discrimination may not be used as a basis for future retaliation adversely affecting the rights of any employee.

B. Procedures

The EEO Discrimination Complaint Form shall be used to clearly record the date, nature, and other pertinent information of the complaint of alleged discrimination submitted to the EEO/Affirmative Action Officer for investigation.

1. Scope and Timelines

Unless on a continuing nature, all complaints must be received by the EEO/Affirmative Action Officer in writing. The scope of the investigation shall be restricted to the specific allegations cited in the charge.

2. Intake-Screening

Immediately upon receipt of the Discrimination Complaint Form, the EEO/Affirmative Action Officer shall review the form to determine the initial timeliness, validity, and thoroughness of the information submitted in the complaint. The EEO/Affirmative Action Officer shall inform the employee in writing of the acceptance of the complaint for investigation within five (5) working days of the receipt of the complaint. The complainant shall be promptly notified if further information or documentation is required to support the change.

3. Investigation

Within ten (10) working days of the acceptance of the complaint, the EEO/Affirmative Action Officer shall initiate a thorough investigation of the allegation(s) of discrimination

cited in the complaint. In order to document the merits of the charge, the investigation shall entail the verification of information with the immediate supervisors, staff and witnesses to the alleged discriminatory employment practice. The investigation shall be concluded twenty (20) working days after acceptance of the complaint.

4. Withdrawal of the Complaint

The complaint, or any part of the complaint allegation, may be withdrawn by the employee during the investigation of the complaint upon receipt by the EEO/Affirmative Action Officer of a written request for withdrawal by the complainant.

5. Settlement During Investigation

If, during the investigation of the complaint, a settlement is reached between the immediate supervisor and the employee, the settlement agreement shall be obtained in writing with approval of line management before the complaint shall be considered closed by the EEO/Affirmative Action Officer.

6. Dismissal of the Complaint

If, after an analysis of the merits of the complaint, there is a lack of substantial evidence to believe that discrimination has occurred, the complainant shall be notified of the findings in writing, and informed of the right to appeal to an EEO investigatory commission twenty (20) working days after acceptance of the complaint.

7. Investigation Findings

If, however, at the conclusion of the investigation, there is reasonable cause to believe that discrimination may have occurred, the EEO/Affirmative Action Officer shall submit a written notice to the immediate supervisor and the CEO with the findings and recommendations to resolve the complaint. Within five (5) working days conciliation efforts shall be initiated and the EEO/Affirmative Action Officer shall participate to seek an equitable resolution of the complaint.

C. Conciliation Efforts

The EEO/Affirmative Action Officer shall conduct and coordinate conciliation efforts by conferring with the parties in an attempt to secure a settlement. A conciliation conference may be convened, which all parties may attend in person or by representative, to propose, discuss, and agree to a resolution of the complaint.

If the complaint cannot be satisfactorily resolved at this level within five (5) working days, the EEO/Affirmative Action Officer shall document the efforts made to resolve the complaint and shall provide a written explanation of reasons why the complaint was not able to be resolved.

The findings, conciliation efforts and proposed settlement shall be forwarded to the CEO for the final review, approval or other determination. The CEO shall make known to the EEO Officer the official position of the agency within five (5) working days of the receipt of the EEO/Affirmative Action Officer's written report.

NOTE:

An employee who files an internal complaint through the EEO Officer also has the right to file such complaint with the Department of Human Rights or the Equal Employment Opportunity Office, or any other appropriate agency. The EEO/Affirmative Action Officer shall represent the agency in responding to any charges.

Illinois Department of Human Rights  
James R. Thompson Center  
100 West Randolph Street, Suite 10-100  
Chicago, Illinois 60601  
312-814-6200  
TTY 866-740-3953

Illinois Department of Human Rights  
222 South College, Room 101A  
Springfield, Illinois 62704  
217-785-5100  
TTY 866-740-3953

Illinois Department of Human Rights  
Marion Regional Office Building  
2309 W. Main Street, Suite 112  
Marion, Illinois 62959  
618-993-7463

Equal Employment Opportunity Commission  
500 West Madison Street, Suite 2000  
Chicago, Illinois 60661  
800-669-4000  
TTY 312-869-8001

Equal Employment Opportunity Commission  
1222 Spruce Street, Room 8-100  
St. Louis, Missouri 63103  
800-669-4000  
TTY 800-669-6820

**Discrimination Complaint Form**

To: Agency EEO/AA Officer

Name of Agency \_\_\_\_\_

1. Name \_\_\_\_\_ Telephone \_\_\_\_\_

Home Address \_\_\_\_\_

2. Are you currently employed by the agency? Yes \_\_\_\_\_ No \_\_\_\_\_

3. Indicate your present job title, status, work unit, address, telephone number and length of service in your current title:

Job Title \_\_\_\_\_ Status \_\_\_\_\_ Unit \_\_\_\_\_

Location \_\_\_\_\_ Phone Number \_\_\_\_\_ Length of Service in Classification \_\_\_\_\_

4. Date of the alleged discriminatory practice: \_\_\_\_\_

5. Basis of the alleged discriminatory practice:

\_\_\_\_ Race \_\_\_\_ Color \_\_\_\_ Sex \_\_\_\_ Religion \_\_\_\_ Age \_\_\_\_ Disability

\_\_\_\_ National Origin \_\_\_\_ Ancestry \_\_\_\_ Marital Status \_\_\_\_ Military Status

\_\_\_\_ Retaliation \_\_\_\_ Sexual Orientation Other \_\_\_\_\_

6. The discrimination occurred in connection with:

\_\_\_\_ Interview \_\_\_\_ Hiring Selection \_\_\_\_ Promotion \_\_\_\_ Disciplinary Action

\_\_\_\_ Compensation \_\_\_\_ Transfer \_\_\_\_ Lay Off \_\_\_\_ Training Opportunity

Other (specify) \_\_\_\_\_

7. The facts of the alleged discriminatory employment practice are:

\_\_\_\_\_

(Continue on additional sheets, if necessary)

8. Name(s), Title(s), Work Location(s) and Telephone Number(s) who you believe discriminated against you.

Name \_\_\_\_\_ Title \_\_\_\_\_ Location \_\_\_\_\_ Phone Number \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_ Location \_\_\_\_\_ Phone Number \_\_\_\_\_

9. Please supply evidence to document the basis for the disciplinary practice you are claiming, as indicated in your response to number five of the form.

I have attached supporting evidence: Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, describe attachments:

(Continue on additional sheets, if necessary)

10. Have you made an effort to resolve the discrimination through your supervisors, the grievance procedure or with any public or private organization? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain indicating the outcome of the efforts:

(Continue on additional sheets, if necessary)

# **SECTION**

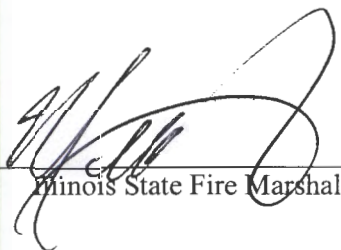
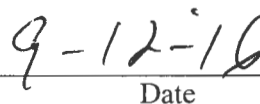
# **FIVE**

## REASONABLE ACCOMMODATION POLICY

In compliance with the U.S. Americans with Disabilities Act of 1990 and the Illinois Human Rights Act, it is the policy of the Office of the Illinois State Fire Marshal to reasonably accommodate the known physical or mental limitations of otherwise qualified applicants and employees with disabilities. The State Fire Marshal's Office recognizes the right of a qualified applicant or employee with a disability to request accommodation to ensure equal opportunity in the application process, to enable him or her to perform essential functions of a job, and to enable him or her to enjoy equal benefits and privileges of employment.

It is the responsibility of the Office of the Illinois State Fire Marshal to provide accommodation to qualified applicants and employees with disabilities, when such accommodation does not pose an undue hardship to the operation of the agency's business.

The agency Equal Employment Opportunity Officer and the Americans with Disabilities Act Coordinator can provide further information about the agency's policy in this area.

  
\_\_\_\_\_  
Illinois State Fire Marshal  
\_\_\_\_\_  
Date

## Labor Force Analysis for People with Disabilities

Agency: Office of the State Fire Marshal

Fiscal Year: FY17

Total Employees: 116

Percent of People with  
Disabilities in Illinois Labor  
Force: 4.95%

Labor Force Number: 5

Number of Employees with  
Disabilities in Agency: 9

Underutilization or Parity: P



## PHYSICAL BARRIERS

### Building Accessibility

All the office locations currently occupied by the Office of the Illinois State Fire Marshal are accessible for people with disabilities.

## PROCEDURAL BARRIERS

### a) Pre-employment Screening

The Office of the Illinois State Fire Marshal will use the standards for pre-employment inquiries of disability as established in the Department of Human Rights Affirmative Action Rules. Applicants will not be asked questions by the person interviewing that are not work related. This will also include any written inquiries.

### b) Employment Criteria, Testing and Job Description Review

The Office of the Illinois State Fire Marshal uses Department of Central Management Services testing requirements and job specifications for employment criteria. Interviewers will be instructed as to the proper questions that can be asked on the interview regarding types of disability. Job descriptions are reviewed before each interview and essential job duties will be identified. Each interviewee will be made aware of the essential job duties during the interview.

### c) ADA Coordinator

The American Disabilities Act (ADA) Coordinator for the Office of the Illinois State Fire Marshal can be contacted at:

Jodi Schrage, Special Projects Manager  
Office of the Illinois State Fire Marshal  
1035 Stevenson Drive  
Springfield, Illinois 62703-4259  
jodi.schrage@illinois.gov

Voice: (217)558-1750

TTD: (217)785-0969

### d) Emergency Evacuation Procedure

In the event of an emergency, designated staff members have been instructed to assist any disabled employees or individuals in the orderly evacuation of the premises.



## State of Illinois Reasonable Accommodation Request for Employees

Pursuant to the requirements of state and federal laws, a qualified individual with a disability has the right to request reasonable accommodation in conjunction with his or her employment. Reasonable accommodation means a modification to application procedure, access to the work site, and adjustment to the work process or work schedule that would enable a person with a disability to perform a particular job. Employers are not required to provide accommodations that would impose undue hardship on the operations of their programs. The procedures for accommodation request appear on the back of this form. Completed accommodation request forms should be submitted to the immediate supervisor, with a copy to the agency's EEO/AA Officer and/or the ADA Coordinator. The agency EEO/AA Officer and/or the ADA Coordinator can respond to questions about the accommodation process.

Name	Job Title	Division	Telephone Number
Functional Limitations			

SPECIFY TYPE OF ACCOMMODATION NEEDED AND PROVIDE A DETAILED DESCRIPTION OF THE ITEM REQUESTED – PLEASE BE SPECIFIC

- ☐ Purchase or modification of equipment or devices \_\_\_\_\_
- ☐ Job restructuring or task modification \_\_\_\_\_
- ☐ Provision of reader, sign language interpreter or personal assistant \_\_\_\_\_
- ☐ Structural modification to work site or facility \_\_\_\_\_
- ☐ Modification of work schedule or leave policy \_\_\_\_\_
- ☐ Modification of examinations, training materials or personal assistant \_\_\_\_\_
- ☐ Reassignment to vacant position \_\_\_\_\_
- ☐ Other \_\_\_\_\_

### Narrative Explanation

Describe how your functional limitation interferes with performance of a particular duty or participation in an activity sponsored by the employer. Explain how the requested accommodation would be used to enhance job performance or would allow you to participate in an employer-sponsored activity. (Use additional sheets if necessary)


Employee's Signature	Date
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RAC Recommendation (RAC's initials _____)	<input type="checkbox"/> Grant <input type="checkbox"/> Deny	<input type="checkbox"/> Date _____ Return for _____
Chief Executive Officer's Final Action (CEO's initials _____)	<input type="checkbox"/> Grant <input type="checkbox"/> Deny	<input type="checkbox"/> Date _____ Return for _____

Remarks \_\_\_\_\_

## Accommodation Request Procedures for Employees

The following procedures should be followed in processing reasonable accommodation requests from employees. The agency EEO/AA Officer and/or the ADA Coordinator can provide guidance on the accommodation process.

1. The employee shall submit a completed reasonable accommodation request form to his or her immediate supervisor and give a copy of the form to the agency EEO/AA Officer and/or the ADA Coordinator. The employee should retain a copy of this information in his or her files.
2. Once received, the supervisor shall review the request form for completeness and, in consultation with the EEO/AA Officer and/or the ADA Coordinator, determine whether medical documentation is needed to either establish the presence of a disability or determine an appropriate accommodation. If documentation is needed, the agency should narrowly tailor its request to the issues of whether the employee has a disability under the law and how he or she can be accommodated. The employee should be asked to complete a medical release form (also narrowly tailored), if the agency has additional questions upon review of the medical documentation. When necessary, the employee should be asked to provide documentation to address these issues.
3. Upon receipt of necessary documentation, the supervisor shall make a recommendation, in writing, to the Division Manager within five (5) working days.
4. The Division manager shall review the supervisor's recommendation and make a recommendation to the Reasonable Accommodation Committee (RAC) within five (5) working days of receipt of the supervisor's recommendation. The Division Manager shall forward his/her recommendation along with the original reasonable accommodation request form and all documentation to the agency's EEO/AA Officer and/or the ADA Coordinator.
5. The EEO/AA Officer and/or the ADA Coordinator shall convene a meeting of the Reasonable Accommodation Committee within ten (10) working days of receipt of the Division Manager's recommendation. The RAC shall review the accommodation request. Once the Committee's review is complete, the Committee's recommendation shall be submitted to the Director within five (5) working days of the Committee's review for the Director's approval or denial.
6. The Director shall review the RAC's recommendation and shall render a decision of denial or approval within five (5) working days of receipt from the RAC.
7. Provided that appropriate documentation has been submitted, the EEO/AA Officer and/or the ADA Coordinator shall inform the employee in writing of the agency's decision to grant or deny the request within thirty (30) working days of receipt of the completed request form and any necessary medical documentation. A copy of the response will also be sent to the supervisor.
8. If the Director approves the accommodation request, the agency shall take appropriate action to comply with the accommodation request. Approved accommodation requests shall be implemented as soon as possible. Please note that the agency may offer alternative suggestions providing an equally effective accommodation to remove the workplace barrier in question.
9. Reconsideration: If an employee wishes to ask the Director to reconsider a decision on a reasonable accommodation request, a written request shall be addressed to the Director within ten (10) working days of notification of the decision. The reconsideration request shall include the reasons that a reconsideration is being requested and, if appropriate, alternative suggestions for reasonable accommodation. After a complete review of the matter, a decision shall be made and the employee shall be notified. The Director's decision on this recommendation shall constitute the final internal action by the Department on the accommodation request.
10. An employee who has been denied accommodation has the right to file a complaint at the state level with the Illinois Department of Human Rights within 180 days of the denial of the request. An employee may also have the right to file a complaint with the U. S. Equal Employment Opportunity Commission (EEOC) within 300 days, or any other appropriate government agency pursuant to their time frame.
11. The EEO/AA Officer and/or the ADA Coordinator shall document any action taken on a reasonable accommodation request where indicated on the request form and shall retain completed accommodation request forms one year following final action in the matter.

# **SECTION**

# **SIX**



## State of Illinois Reasonable Accommodation Request for Applicants

Pursuant to the requirements of state and federal laws, a qualified individual with a disability has the right to request reasonable accommodation in conjunction with his or her employment. Reasonable accommodation means a modification to application procedure, access to the work site, and adjustment to the work process or work schedule that would enable a person with a disability to perform a particular job. Employers are not required to provide accommodations that would impose undue hardship on the operations of their programs. The procedures for accommodation request appear on the back of this form. Completed accommodation request forms should be submitted to the interviewing officer. The agency EEO/AA Officer and/or the ADA Coordinator can respond to questions about the accommodation process.

Name:	Interviewing Agency:
Home Address:	
Telephone:	Functional Limitations:

### Type of Accommodation Needed

- ☐ Sign Language Interpreter for the Employment Interview
- ☐ Reader Service
- ☐ Accessible Interviewing Site
- ☐ Re-formatting of Examinations
- ☐ Examination Markers for Applicants with Limited Manual Dexterity
- ☐ Other (indicate type of accommodation needed) \_\_\_\_\_

### Narrative Explanation

Describe how your functional limitation interferes with a portion of the preemployment process, e.g., applying, testing or interviewing. Explain how the requested accommodation would be used to enable you to complete the application process. (Use additional sheet if necessary).

Applicant's Signature:	Date:
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### Agency Action

Interviewing Officer's Determination

☐ Grant

☐ Deny

Remarks (If denied, provide explanation) \_\_\_\_\_

### Final Agency Approval

Signature:	Date:
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## Accommodation Request Procedures for Applicants

Qualified applicants and employees with disabilities have the right to request reasonable accommodation under the law. Applicants may request accommodation to any stage of the application process, including the employment application, examination procedure or interviewing process. Note that the Department of Central Management Services is responsible for accommodations to its testing procedures.

Once an individual with a disability has been hired, he or she has the right to request accommodation to the work site, work schedule or work process that would enable him or her to perform the job in question. Procedures for applicants to follow in making an accommodation request are listed below. The EEO/AA Officer and/or the ADA Coordinator can provide additional information about the accommodation process within their agencies.

### Procedures:

1. Applicants may request accommodations to the application process orally or in writing (either through correspondence or the use of the accommodation request form for applicants). If the request is made orally or through written correspondence, the agency EEO/AA Officer and/or the ADA Coordinator will complete accommodation request forms in the matter for purposes of processing and documenting the request.
2. Applicants shall submit accommodation requests to the interviewing officer. The interviewing officer should provide a copy of the form to the EEO/AA Officer and/or the ADA Coordinator. In cases where the EEO/AA Officer and/or the ADA Coordinator completes the form for the applicant with a disability, the EEO/AA Officer and/or the ADA Coordinator shall submit completed forms to the interviewing officer and retain a copy for him or herself.
3. A response to the request will be provided to the applicant within five days following receipt of the request by the interviewing officer.
4. If it is within the bounds of the authority of the interviewing officer to grant the request and he or she believes it to be reasonable, the accommodation will be provided. Information regarding the type of accommodation provided will be sent to the EEO/AA Officer and/or the ADA Coordinator.
5. If another official within the agency must be consulted in order for the accommodation to be provided, he or she will determine whether the agency will grant the request.
6. If the agency denies the request, the applicant has the right to file an internal complaint with the EEO/AA Officer and/or the ADA Coordinator and/or external complaint with the Illinois Department of Human Rights within 180 days of the denial. An applicant may also have the right to file a complaint with the U. S. Equal Employment Opportunity Commission (EEOC) within 300 days, or any appropriate government agency pursuant to their time frame.

## **APPLICABLE EEO LAWS**

### **CIVIL RIGHTS ACT OF 1964, as amended**

Title VI prohibits discrimination on grounds of race, color, or national origin in federally assisted programs

Title VII prohibits discrimination on the grounds of race, color, religion, sex or national origin by employers or unions with 15 or more employees. The designation employer includes the government of the United States, corporations wholly owned by the United States, and state or political subdivisions thereof.

### **EQUAL EMPLOYMENT OPPORTUNITY ACT OF 1972**

This is an amendment to the Civil Rights Act of 1964, which adds sex and religion to the Title VII portion and extends Equal Employment Opportunity (EEO) to state, local and municipal organizations, all employment agencies (private and public) and to labor organizations. This Act empowers EEOC to bring civil action against any organization, which is alleged to be practicing discrimination. The Act also gives the right to an individual to take a complaint directly to a court of law.

### **PREGNANCY DISCRIMINATION ACT**

This law amended Title VII to make it illegal to discriminate against a woman because of pregnancy, childbirth, or a medical condition related to pregnancy or childbirth. The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

### **CIVIL RIGHTS ACT OF 1991**

The Civil Rights Act of 1991 expands the protections afforded individuals under the Civil Rights Act of 1964. It provides for damages for intentional discrimination and unlawful harassment in the workplace and codifies the concepts of "business necessity" and "job related" as enunciated in various Supreme Court decisions. Additionally, it confirms statutory authority and provides guidelines for disparate impact suits under Title VII of the Civil Rights Act of 1964 and in response to recent Supreme Court decisions, expands the scope of relevant civil rights statutes.



## **AGE DISCRIMINATION IN EMPLOYMENT ACT OF 1967**

This Act prohibits arbitrary discrimination against persons 40 years of age or older.

## **REHABILITATION ACT OF 1973**

This Act sets the standards for promoting, expanding, and assisting in employment opportunities for the handicapped in all programs or activities receiving Federal financial assistance. Sections 503 and 504 provide for the prohibition of discrimination against qualified handicapped individuals. The Office of Federal Contract Compliance Programs (OFCCP), U. S. Department of Labor, enforces section 503. Section 504 is enforced by the agency providing the federal funds in question.

## **EQUAL PAY ACT OF 1963**

This Act provides that an employer may not discriminate on the basis of sex by paying employees different wages for doing equal work on jobs requiring equal skill, effort, and responsibility, and which are performed under similar working conditions in the same establishment. The U. S. Equal Employment Opportunity Commission (EEOC) enforces this Act.

## **AMERICANS WITH DISABILITIES ACT OF 1990, AS AMENDED BY THE AMERICANS WITH DISABILITIES AMENDMENTS ACT OF 2008**

Congress enacted the Americans with Disabilities Act of 1990 ("the ADA") to eliminate discrimination against individuals with disabilities in the areas of employment, public accommodations, education, transportation, communication, recreation, institutionalization, health services, voting, and access to public service. Title I of the ADA prohibits discrimination in employment against individuals with disabilities and establishes the standards governing an employer's affirmative duty to accommodate an individual with a disability. Title II of the ADA prohibits discrimination against individuals with disabilities by state and local governments. The ADA Amendments Act of 2008 broadens the coverage of "disability" and thereby brings more individuals under the protection of the law. EEOC will issue new regulations under this Act.

## **FAMILY MEDICAL LEAVE ACT of 1993**

This act requires employers to provide up to 12 weeks of unpaid job-protected leave to "eligible" employees for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for at least one year, and for 1,250 hours during the year preceding the start of the leave, and be employed at a worksite where the employer employs at least 50 employees within a 75-mile radius. The U. S. Department of Labor's Wage and Hour Division is authorized to investigate and resolve complaints of violations.

Unpaid leave must be granted for any of the following reasons:

- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

Section 585(a) of the National Defense Authorization Act (NDAA) amended the FMLA to provide eligible employees working for covered employers two important leave rights related to military service:

- **Qualifying Reason for Leave.** Eligible employees are entitled to up to 12 weeks of leave because of "any qualifying exigency" arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty, or has been notified of an impending call to active duty status, in support of a contingency operation.
- **Leave Entitlement.** An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in a single 12-month period to care for the servicemember. This military caregiver leave is available during "a single 12-month period" during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave.

## **UNIFORMED SERVICES EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT (USERRA)**

USERRA protects the job rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services. The U. S. Department of Labor, Veterans Employment and Training Service (VETS) is authorized to investigate and resolve complaints of USERRA violations.

## **GENETIC INFORMATION NONDISCRIMINATION ACT OF 2008**

This law makes it illegal to discriminate against employees or applicants because of genetic information. Genetic information includes information about an individual's genetic tests and the genetic tests of an individual's family members, as well as information about any disease, disorder or condition of an individual's family members (i.e. an individual's family medical history). The law also makes it illegal to retaliate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

# **SECTION SEVEN**

# HIRING MONITOR

Name of Agency: \_\_\_\_\_ Candidate's Name: \_\_\_\_\_  
City / County: \_\_\_\_\_ Position Number: \_\_\_\_\_  
IDHR Region / (Facility): \_\_\_\_\_  
EEO Job Category: \_\_\_\_\_ Bid Number: \_\_\_\_\_  
Title of Job to be filled: \_\_\_\_\_ Date of Hire: \_\_\_\_\_

1. Is the EEO category underutilized? ☐ No ☐ Yes If yes, indicate number for each group:

Women: \_\_\_\_\_ Black or African American: \_\_\_\_\_ Hispanic or Latino: \_\_\_\_\_  
Asian: \_\_\_\_\_ American Indian or Alaskan Native: \_\_\_\_\_  
Native Hawaiian or Other Pacific Islander: \_\_\_\_\_ People with Disabilities: \_\_\_\_\_

2. Indicate: Race of person selected: (Choose One) \_\_\_\_\_

Sex: (Choose One) \_\_\_\_\_

Veteran: Yes ☐ No ☐

Disability: Yes ☐ No ☐

3. Number of individuals who applied or were on the list of eligible(s)

Total by Category	# Invited	# Interviewed	# Selected
Women	_____	_____	_____
Black or African American	_____	_____	_____
Hispanic or Latino	_____	_____	_____
Asian	_____	_____	_____
American Indian or Alaskan Native	_____	_____	_____
Native Hawaiian or Other Pacific Islander	_____	_____	_____
People with Disabilities	_____	_____	_____
Veterans	_____	_____	_____

4. If no candidates from any of the underutilized groups appeared on the list, what efforts were made in the last six months to assist in the recruitment of candidates?

5. If the category is underutilized and a member of an affirmative action group applied and was not hired, give a detailed explanation for the hiring decision.

6. Was the position posted? Yes ☐ No ☐

7. Name and position of person(s) who interviewed candidates.

8. Name and position of person(s) who recommended the selection of the candidate.

I have reviewed the eligibility list and: (Choose One) \_\_\_\_\_ with this hire. Remarks on reverse side.

\_\_\_\_\_  
EEO/AA Officer

\_\_\_\_\_  
Date

I approve of this hire

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
Date

No appointment will be processed without this form. [DHR Rules and Regulations Section 2520.770(h)]



# PROMOTION MONITOR

Name of Agency: \_\_\_\_\_ Candidate's Name: \_\_\_\_\_  
City / County: \_\_\_\_\_ Position Number: \_\_\_\_\_  
IDHR Region / (Facility): \_\_\_\_\_  
EEO Job Category: \_\_\_\_\_ Bid Number: \_\_\_\_\_  
Title of Job to be filled: \_\_\_\_\_ Date of Promotion: \_\_\_\_\_

1. Is the EEO category underutilized? ☐ No ☐ If yes, indicate number for each group:

Women: \_\_\_\_\_ Black or African American: \_\_\_\_\_ Hispanic or Latino: \_\_\_\_\_  
Asian: \_\_\_\_\_ American Indian or Alaskan Native: \_\_\_\_\_  
Native Hawaiian or Other Pacific Islander: \_\_\_\_\_ People with Disabilities\* \_\_\_\_\_

2. Indicate the race and sex of person promoted:

3. Number of individuals who applied or were on the list of promotable(s): \_\_\_\_\_

Total by Category	# Invited	# Interviewed	# Selected
Women	_____	_____	_____
Black or African American	_____	_____	_____
Hispanic or Latino	_____	_____	_____
Asian	_____	_____	_____
American Indian or Alaskan Native	_____	_____	_____
Native Hawaiian or Other Pacific Islander	_____	_____	_____
People with Disabilities	_____	_____	_____
Veterans	_____	_____	_____

4. Did it change the employee's EEO Job Category? ☐ No ☐  
If yes, from what EEO job Category?

5. If the category is underutilized and a member of an affirmative action group applied and was not promoted give a detailed explanation.

6. Was the position posted? ☐ No ☐

7. Name and position of person(s) who interviewed candidates.

8. Name and position of person(s) who recommended the selection of the candidate.

I have reviewed the eligibility list and:  with this promotion. Remarks on reverse side.

\_\_\_\_\_  
EEO/AA Officer Date

I approve of this hire

\_\_\_\_\_  
Chief Executive Officer Date

No appointment will be processed without this form. [DHR Rules and Regulations Section 2520.770(h)]

## EXIT QUESTIONNAIRE

Instructions: This questionnaire will be provided to all employees at the time of their separation from the agency whether voluntary or involuntary. The completion of this questionnaire shall be at the employee's option. Please send the completed form in an envelope to the Equal Employment Opportunity Officer. The Equal Employment Opportunity Officer shall maintain a separate file of all forms for possible review by the Department of Human Rights.

Name \_\_\_\_\_ Sex: Male \_\_\_\_\_ Female \_\_\_\_\_ Age: \_\_\_\_\_

Disability \_\_\_\_\_ Race \_\_\_\_\_ Hispanic: Yes \_\_\_\_\_ No \_\_\_\_\_

Date of Employment \_\_\_\_\_ Separation Date \_\_\_\_\_

Position Title \_\_\_\_\_

Starting Salary \_\_\_\_\_ Current Salary \_\_\_\_\_

Who was your immediate supervisor? \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

\_\_\_\_\_

Were you terminated while still in your probationary period? If so, what could your agency have done to ensure you successfully met your probationary period resulting in certification?

\_\_\_\_\_

\_\_\_\_\_

Would you want to work here again? Yes \_\_\_\_\_ No \_\_\_\_\_

Explain: \_\_\_\_\_

\_\_\_\_\_

Same Position? Yes \_\_\_\_\_ No \_\_\_\_\_ Explain: \_\_\_\_\_

\_\_\_\_\_

Same Supervisor? Yes \_\_\_\_\_ No \_\_\_\_\_ Explain: \_\_\_\_\_

\_\_\_\_\_

Do you feel the working conditions were satisfactory?

Yes \_\_\_\_\_ No \_\_\_\_\_ Explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Do you have any suggestions for improving employee morale? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Were you satisfied with the pay you received for the work performed and with promotions? Yes \_\_\_\_\_ No \_\_\_\_\_

Explain: \_\_\_\_\_  
\_\_\_\_\_

Did you receive bilingual pay? If so, do you feel it was an appropriate amount? \_\_\_\_\_  
\_\_\_\_\_

Were you satisfied with the supervision and were you trained properly?

Yes \_\_\_\_\_ No \_\_\_\_\_ Explain: \_\_\_\_\_  
\_\_\_\_\_

Do you think management adequately recognized employee contributions? If not, what recommendations would you make to improve this?  
\_\_\_\_\_  
\_\_\_\_\_

Did you receive any equal employment opportunity / affirmative action orientation? Yes \_\_\_\_\_ No \_\_\_\_\_

Explain: \_\_\_\_\_  
\_\_\_\_\_

During your employment did you request an accommodation based on your disability? Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

If yes, please explain:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Did you personally experience any discrimination while working in your position?

Yes \_\_\_\_\_ No \_\_\_\_\_ Explain: \_\_\_\_\_  
\_\_\_\_\_

Are you aware of instances where others have been discriminated against?

Yes \_\_\_\_\_ No \_\_\_\_\_ Explain: \_\_\_\_\_  
\_\_\_\_\_

If you have answered "Yes" to the last two questions, have you discussed or given written notice of this discrimination to your supervisor or EEO/AA Officer?

Yes \_\_\_\_\_ No \_\_\_\_\_ Explain: \_\_\_\_\_

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Additional comments / concerns: \_\_\_\_\_

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Employee Signature \_\_\_\_\_ Date \_\_\_\_\_